

Questions and Answers

Request for Proposal (RFP)

Community Engagement, Facilitation, Financial Analysis, and Plan Development of the Five-Year Homeless Housing Plan

Issued by the Okanogan County Housing Coalition on 8/4/23

Q/A Updated: August 28, 2023 by Rena Shawver, renas@occac.com

1. Do I need to send a cover letter with the proposal?

Yes. Please address your cover letter to the Okanogan County Housing Coalition, c/o Rena Shawver, Okanogan County Community Action Council.

2. Should I list the staff that would be working on the project and their experience?

Yes. Any information that would help the review group determine the experience related to this request would be advisable including a list of similar projects and examples of work like that in the RFP.

3. Do we need to submit a written plan for how our firm plans to carry out the work?

Again, any documentation that will demonstrate experience, knowledge and approach to the work is recommended, including a timeline with milestones for performing the work.

4. Is there a budget for the project?

This project is being funded through public county funds. Responses to this RFP should include a specific program budget. The amount of funds available will depend on the proposal and approval by the Okanogan County Commissioners.

5. Can this work be done remotely?

Some of the work can be done remotely, like research, meetings with the planning team, and writing. However, we are looking for a consultant who can involve our community in the planning process. Community engagement work cannot be done successfully in our community remotely. People require face-to-face opportunities to connect. Plus,

we're in an isolated rural area of Washington State and internet connectivity is not great here.

6. What criteria will the reviewers use to score the proposals?

Section IV. Consultant Scope of Work outlines what the reviewers will be looking for in the proposals under Task 1-10. The Okanogan County Housing Coalition is currently working on the values and final weighted score for each section.