



**Request for Proposals
2025-020
Kitsap Housing and Essential Needs Program
Proposal Deadline: June 6, 2025**

Release Date

5/5/2025

Issuing Agency

This Request for Proposals (RFP) is issued by the Kitsap County Department of Human Services, herein after referred to as “the County.”

Summary

Kitsap County is seeking a qualified applicant to operate the Housing and Essential Needs (HEN) Program, as detailed below.

Contract Term

July 1, 2025 – June 30, 2027

Budget

Funding for this contract shall come from the Consolidated Homeless Grant Program. Responses to this RFP should include a specific annual program budget, including Administration, Program Operations, and Rental Assistance. Anticipated funds available are \$1,200,000 each state fiscal year.

The amount of actual funds available will depend on the state budget and the Consolidated Homeless Grant award to the Department of Human Services from the Department of Commerce. After the final CHG award to Kitsap County is announced, the winning respondent to this RFP will be invited to provide an adjusted final budget.

Timeline

5/5/2025 – 5/23/2025	RFP issued & advertised
5/23/2025 (3:00 PM PST)	Letters of intent due
5/26/2025 (3:00 PM PST)	Questions due
6/2/2025	Addendum posted (if questions received)
6/6/2025 (3:00 PM PST)	Proposals due
6/6/25-6/15/25	Proposal review & selection process
6/16/2025	Announcement of winning proposal
6/16/25 –8/1/25	Contracting process
7/1/25	Contract begins

Solicited Services

Manage the Housing and Essential Needs Program (HEN) throughout Kitsap County. HEN provides monthly rental assistance and personal needs items to eligible individuals who are qualified by the Department of Social and Health Services (DSHS).

The HEN Program is governed by state law, including WACs 388-400-0060 and 388-400-0070. Funding for the program is provided through the state general fund budget, administered by the Department of Commerce, and granted to the Kitsap County Department of Human Services. The Department of Human Services sub-contracts HEN-designated funding to a community-based organization through this RFP process.

The contracted program must adhere to the [CHG Guidelines](#) and the [Kitsap County Grant Guidelines Handbook](#). Both documents are updated periodically.

CHG funds will be sub-contracted for this program on the state fiscal year timeline (7/1/2025 – 6/30/2027).

Eligibility

Eligible applicants/recipients include: local city or county governments, tribes, public housing authorities, IRS-certified non-profit 501(c)(3) agencies/providers of affordable housing, local development corporations, and faith-based organizations.

- Applicant organization and proposed program or project must be eligible to receive Consolidated Homeless Grant funds;
- Applicant must have the organizational and management capacity to carry out the proposed project;
- Applicant must have sufficient financial capacity; and
- Applicant must be able demonstrate a positive history of performance with prior grant funds and not be out of compliance with current grant awards.

Program Goals

The overall goal of the HEN Program is to provide housing stability for individuals who are either temporarily disabled or permanently disabled while they are getting approved for SSI Disability through the Social Security Administration. It also provides personal hygiene items, cleaning supplies, transportation passes, and other personal need items.

The Department of Commerce determines eligible uses of funds and specific policies and procedures for the HEN Program, which are listed in the Guidelines for the Consolidated Homeless Grant and are updated periodically.

Scope of Work

The following allowable uses of funds outline the elements of the scope of work, including specific requirements. Additional details can be found in the Department of Commerce's Guidelines for the Consolidated Homeless Grant.

Program Operations

Operate the HEN Program, including performing intakes and assessments, conducting eligibility reviews, distributing essential needs items, issuing checks to landlords, coordinating with DSHS on referrals,

coordinating with Kitsap's coordinated entry program, assisting clients with finding housing, collecting required data, entering data into the Homeless Management Information System, and working with clients to develop and carry out individualized Housing Stability Plans.

Allowable program operations expenses are detailed in the Department of Commerce's Guidelines for the Consolidated Homeless Grant.

Flexible Funding

Flexible Funding is the provision of goods or payments of expenses not included in other allowable expense categories, which directly help a household to obtain or maintain permanent housing or meet essential household needs.

Essential household needs are detailed in the Department of Commerce's Guidelines for the Consolidated Homeless Grant.

Rental Assistance and Housing Costs

Based on referrals from DSHS, qualify clients for rental assistance. Based on a projection of their need, using required Commerce forms, make monthly payments to landlords or housing providers.

Allowable Rental Assistance and Housing Costs expenses are detailed in the Department of Commerce's Guidelines for the Consolidated Homeless Grant.

Administration

HEN administration limits are outlined in the CHG guidelines. This limit must be reconciled before the end of the grant period.

Allowable administrative costs benefit the organization as a whole and cannot be attributed specifically to a particular program or to the homeless crisis response system. Administrative costs may include the same types of expenses that are listed in program operations (such as IT staff and office supplies), in the case that these costs are benefiting the agency as a whole and are not attributed to a particular program or the homeless system.

Allowable administrative expenses are detailed in the Department of Commerce's Guidelines for the Consolidated Homeless Grant.

Evaluation

The HEN Program should be considered a "work in progress," with frequent internal evaluations to make necessary adjustments to ensure the efficacy of the program. In addition, periodic "check ins" with partner agencies should be used to ensure that those partnerships support the efficacy of the HEN Program and that they are working for all parties.

- **Homeless Management Information System** - Washington State Department of Commerce has mandated that all agencies receiving state funding for homeless housing or services must also participate in HMIS.
- **Evaluation Tools** - Implement program evaluation tools to measure client satisfaction and program effectiveness.
- **Reporting** - Submit quarterly reports to Kitsap County. Provide additional reports and data as requested by Kitsap County.

- **Monitoring** - Periodic monitoring and evaluation by the County and by the Washington State Department of Commerce.

Expectations of Contractor

- **Housing First** – the organizational mission and philosophy of the provider must be aligned with Housing First principles: everyone is housing ready and there should be minimal barriers or service participation requirements imposed on homeless people as a condition of entering housing.
- **Low Barrier** - Low barrier projects have realistic and clear expectations. Rules and policies are narrowly focused on maintaining a safe environment and avoiding exits to homelessness. Low barrier projects do not have work or volunteer requirements. The Consolidated Homeless Grant (CHG) guidelines include a definition of low barrier programs as it relates to this program.
- **Voluntary Services** - Programs must not terminate or deny services to households based on refusal to participate in supportive services. Supportive services are helping or educational resources that include support groups, mental health services, alcohol and substance abuse services, life skills or independent living skills services, vocational services, and social activities.
- **Progressive Engagement** - Whenever possible, households experiencing a housing crisis should be diverted from entering homeless housing programs through problem-solving conversations, linkages to mainstream and natural supports, and/or flexible, and light-touch financial assistance. Initial assessment and services should address the immediate housing crisis with the minimal services needed, and frequent re-assessment determines the need for additional services. Services are individualized and responsive to the needs of each household.
- **Systems Thinking** – the program is an essential component of the County’s homeless response system. To successfully operate the program, the selected provider must embrace a systems-thinking approach.
- **Data-informed** – the data collected will be used for ongoing and continuous system improvement. The provider must have strong commitment to data quality and a willingness to make data-informed decisions.
- **Flexible** – the program is a work in progress. Policies, procedures, and tools will need to be adjusted and refined over time.
- **Collaborative Approach** – the provider must have the ability to build and maintain strong and effective working partnerships homeless service providers, housing providers, and landlords.
- **Communication** – staff must have the ability to communicate how the system works to people experiencing homelessness, service providers, landlords, and the public.
- **Objectivity** – successful operation of the programs requires that the provider use consistency and fairness in applying all policies and procedures and use of tools.
- **Problem Solving** – the program provider must embrace a problem-solving approach to ending homelessness. To be effective, the provider must employ staff who are skilled at problem-solving and understand how to adopt a strengths-based and client-centered approach to all aspects of service delivery.

Performance Measurement

Performance Measurements are established by the Washington State Department of Commerce and will be included in the sub-grantee contract.

Evaluation of Proposals

Letter of Intent

In order to be an applicant for this RFP, the applicant must submit a Letter of Intent no later than **3:00 PM May 23, 2025**, using the instructions below, stating the intention to submit a proposal in response to this Request for Proposals. The Letter of Intent must be accompanied by a summary of the applicant's experience in providing the types of services outlined in this Request for Proposals.

If only one qualified applicant submits a Letter of Intent, Kitsap County reserves the right to substitute the bid proposal and review process with a sole-source contract process. In this event, the sole bidder will be contacted to initiate the sole-source contract process.

Proposal Information

Proposals should include:

- 1) Introductory Letter including the organization name, address, contact person, email, and reason your organization should be selected for this work.
- 2) Statement of qualification, including:
 - Organizational experience and workload – include a detailed description of similar programs successfully undertaken and implemented.
 - Program supervisory personnel experience.
- 3) Project Approach: A written description (2 - 4 page narrative) of your approach to designing, implementing and operating this program. Proposals should respond with specific details about how each of the listed elements of the HEN Program will be addressed. Include information about:
 - program philosophy and methodology;
 - program management;
 - staffing levels, including job descriptions of personnel planned for HEN Program;
 - anticipated partnerships with other Kitsap agencies;
 - data collection methods;
 - and program evaluation methods.
- 4) Program Implementation and Operation Timeline
- 5) Budget Proposal on an annualized basis, including program operational costs, personnel costs, rental assistance costs, essential needs costs, and administrative costs.
- 5) References

Two (2) copies of Proposal with the solicitation number and name clearly indicated must be submitted to:

By Mail

Glen McNeil
Kitsap County Department of
Administrative Services
Purchasing Office
614 Division Street MS-7
Port Orchard, WA 98366

OR

Express, Courier, or Hand delivery

Glen McNeil
Kitsap County Department of Administrative
Services
Purchasing Office – Fourth Floor
619 Division Street
Port Orchard, WA 98366

OR

By email (preferred): Attention Glen McNeil at Purchasing@kitsap.gov

Submittals must be received in the Purchasing Office no later than 3:00 p.m. PDT on June 6, 2025.

Submittals received after this date will be returned unopened.

Clarifications

Any questions, requests for additional information, or requests for clarification regarding this request for proposals will be accepted via e-mail by Glen McNeil at Purchasing@kitsap.gov until 3:00 PM May 26, 2025. Answers to any questions received will be posted as an Addendum by June 6, 2025.

Selection Criteria

Responses will be evaluated, and the contractor selected based on the following criteria:

- 1) The applicant's approach, plan of work, recommended schedules, and suggested responsibility assignments and staffing levels.
- 2) Qualifications and experience in providing the requested services as exemplified by past projects.
- 3) Knowledge of and experience in implementing and operating homeless programs.
- 4) Experience and ability to form partnerships with other Kitsap agencies serving homeless clients.
- 5) Budget.

Kitsap County shall make the final determination of the most qualified applicant to negotiate a contract with. Prior to final selection, the Proposal Review Panel may select a short list and interview prospective applicants and/or may require submittal of further documentation regarding the applicant's capabilities and qualifications. Dates and times for those interviews, if held, are to be determined. The contract will be issued by Kitsap County as a Consolidated Homeless Grant sub-contract. All standard provisions of a Consolidated Homeless Grant sub-contract will apply.

Reservations

Kitsap County reserves the right to reject any and all proposals, and to waive informality, technical defect, or clerical error in any proposal, as the interest of Kitsap County may require. All cost incurred in the preparation of the proposal will be borne entirely by the submitter. All materials submitted to Kitsap County become the property of Kitsap County and become public record.