



Department of Community and Human Services

## Request For Proposals (RFP)

### Rolling RFP for 2025 Human Services Bus Ticket Program

---

RFP Release Date: Monday, March 17, 2025

Due Date: September 2, 2025 **by 5:00 p.m. Pacific Time**

---

RFP Lead: [HS.BusTicketProgram@kingcounty.gov](mailto:HS.BusTicketProgram@kingcounty.gov)

---

#### Submitting a Proposal

Proposals are hereby solicited and will be received using the link below through ZoomGrants no later than 5:00 p.m. Pacific Time on the due date noted above. The services procured through this RFP shall be provided in accordance with the following and the attached instructions, requirements, and specifications. Applicants are responsible for regularly checking ZoomGrants for any updates, clarifications, or amendments to this RFP.

Applications will be reviewed on a rolling basis, monthly, from March 2025 to September 2025.

#### **Submit Proposal through ZoomGrants at:**

<https://www.zoomgrants.com/gprop.asp?donorid=2209&limited=5452>

*\*If your agency has already been awarded tickets in 2025 and would like to apply for an additional allocation, please use this link instead of completing another application:*

<https://forms.office.com/g/4K3X62imOx?origin=lprLink>

## Table of Contents

<b>I.</b>	<b>Introduction .....</b>	<b>4</b>
<b>A.</b>	<b>King County Metro Bus Ticket Allocations .....</b>	<b>4</b>
<b>B.</b>	<b>Equity and Social Justice .....</b>	<b>4</b>
<b>II.</b>	<b>RFP Overview.....</b>	<b>4</b>
<b>III.</b>	<b>Program Requirements .....</b>	<b>5</b>
<b>A.</b>	<b>Program Management: .....</b>	<b>5</b>
<b>B.</b>	<b>Reporting Requirements:.....</b>	<b>6</b>
<b>C.</b>	<b>Ticket Options: .....</b>	<b>6</b>
<b>D.</b>	<b>Income Verification: .....</b>	<b>7</b>
<b>IV.</b>	<b>Eligibility.....</b>	<b>8</b>
<b>V.</b>	<b>Available Funding .....</b>	<b>8</b>
<b>A.</b>	<b>Budget.....</b>	<b>8</b>
<b>B.</b>	<b>Funding Priorities: .....</b>	<b>8</b>
<b>VI.</b>	<b>Period of Performance.....</b>	<b>9</b>
<b>VII.</b>	<b>RFP Process.....</b>	<b>9</b>
<b>A.</b>	<b>Application Process .....</b>	<b>9</b>
<b>B.</b>	<b>Timeline .....</b>	<b>9</b>
<b>C.</b>	<b>Questions About the RFP .....</b>	<b>9</b>
<b>D.</b>	<b>Applicant Information Session.....</b>	<b>10</b>
<b>E.</b>	<b>Communication .....</b>	<b>11</b>
1.	RFP Communication.....	11
2.	Applicant Communication .....	11
<b>VIII.</b>	<b>Proposal Process.....</b>	<b>11</b>
<b>IX.</b>	<b>Selection Process .....</b>	<b>12</b>
<b>A.</b>	<b>Selection Process .....</b>	<b>12</b>
<b>B.</b>	<b>Funding Allocation and Contract Negotiations .....</b>	<b>12</b>
<b>X.</b>	<b>Glossary of Terms .....</b>	<b>12</b>
<b>XI.</b>	<b>RFP and Contract Terms.....</b>	<b>13</b>
<b>A.</b>	<b>RFP Terms .....</b>	<b>13</b>
1.	Revisions to the RFP.....	13
2.	Cost to Propose.....	13
3.	DCHS Right to be Own Reference.....	13

4.	No Obligation to Contract.....	13
5.	Rejection of Proposal.....	14
6.	Acceptance Period .....	14
7.	Best and Final Offer (BAFO) .....	14
8.	Award .....	14
9.	Protest.....	14
10.	Waiver of Administrative Irregularities .....	14
<b>B.</b>	<b>Contract Terms .....</b>	<b>14</b>
1.	King County Boilerplate.....	14
2.	Equity and Social Justice .....	15
3.	Data Collection and Reporting .....	15
4.	Public Records Act.....	15
5.	American with Disabilities Act .....	16

# I. Introduction

The King County Department of Community and Human Services (DCHS) is pleased to release this Request for Proposals for the Rolling RFP for 2025 Human Services Bus Ticket Program (HSBTP) with allocations from DCHS and King County Metro (Metro).

## A. King County Metro Bus Ticket Allocations

Through a competitive Request for Proposals (RFP) process, the King County Department of Community and Human Services and King County Metro are making available access to discounted bus tickets up \$444,440 in allocation value (up to \$4,444,400 in face value) for the 2025 program year.

A total amount of \$349,845.50 in Award Allocation (\$3,498,455 in Award Face Value) has already been awarded through a 2024 RFP process. The remaining \$949,945 in allotment value (\$94,994.50 in face value) is available for this 2025 rolling RFP for the HSBTP.

## B. Equity and Social Justice

For many in our region, King County is a great place to live, learn, work and play. Yet we have deep and persistent inequities - especially by race and place - that in many cases are getting worse and threaten our collective prosperity. Equity and Social Justice (ESJ) is an integrated part of the County's work and foundational to the work of DCHS. Our goal is to ensure that all people, regardless of who they are and where they live, have the opportunity to thrive, with full and equal access to opportunities, power, and resources.

For all DCHS-funded programs, we seek to support community-led and community-informed organizations that are reflective of and embedded in the communities they serve across all aspects of their leadership and service. We further seek to support organizations that recognize and address the disparities that exist in our communities, both across DCHS and by specific program area.

Applicants may be asked to demonstrate an understanding and a commitment to the principles of equity and social justice as shown through their staffing and their board, services tailored to community need, and commitment to social justice and continuous improvement. One aspect of this work includes understanding – at both a program and system level – structural and institutional racism as it plays out for individuals served through DCHS-funded services, and the disparate impacts on individuals' collective experiences and outcomes compared to the population as a whole.

More information about King County's ESJ work is available at:  
<https://kingcounty.gov/en/legacy/elected/executive/equity-social-justice>

# II. RFP Overview

The Metropolitan King County Council established the HSBTP in 1993 to provide transportation for people experiencing homelessness and/or people with low income. King County Code (KCC)

4A.700.210 established annual funding for the Program. The HSBTP makes ticket books (for bus/transit tickets) available to agencies serving people experiencing homelessness and/or people with low income, with the agency paying a portion of the transit ticket value at the time of purchase and Metro subsidizing the remaining cost of the transit ticket. Participating agencies pay approximately 10 percent of the ticket value at the time of purchase and Metro subsidizes the remaining 90 percent. The purpose of the HSBTP is to improve transportation access for people experiencing homelessness and/or people with low income.

DCHS administers this RFP in collaboration with Metro for all applicant agencies. Applying for access to ticket books (ticket allocation) through this rolling 2025 RFP process does not guarantee an award. DCHS reserves the right to proportionally distribute ticket allocations to agencies to ensure regional distribution of tickets. The goal is to allocate tickets to as many eligible programs as possible. The HSBTP is intended to improve access to programs and services for people experiencing homelessness and/or people with low income, but it does not cover all transportation needs. Ticket allocations made through this RFP must be utilized for ticket purchases by December 31, 2025. **Your agency should apply ONLY if it intends to distribute the bus/transit tickets to eligible individuals by December 31, 2025.**

NOTE: Agencies awarded an allocation through the HSBTP can only purchase paper tickets and not the ORCA LIFT cards designed for the adult low-income fare. Beginning March 1, 2015, Metro Implemented a low-income fare ORCA LIFT card for adult riders with incomes at or below 200 percent of the Federal Poverty Level. This is a separate resource for low-income residents in our region. [Click here for more information about the ORCA LIFT card.](#)

### III. Program Requirements

If an agency receives an award through this RFP, an agency must enter into a Letter of Agreement (LOA) or Memorandum of Understanding (MOU) with DCHS before being able to purchase bus/transit ticket books from Metro.

#### A. Program Management:

Agencies that receive ticket allocations must be able to comply with the following policies and procedures requirements. In an effort to ensure tracking and accountability for the HSBTP, agencies are required to submit program policies and procedures as part of the application submission through ZoomGrants. Policies and procedures must be approved by DCHS before an awarded agency is able to purchase tickets from Metro. Agencies must follow their approved policies for administering the bus/transit ticket books to eligible clients and should expect to be monitored by King County DCHS staff. Policies must include the following key eight elements:

1. A clear process for how bus tickets are stored (at a minimum, they must be stored in a locked room and container);
2. Guidance on who has access to the tickets;
3. Guidance on how tickets are prioritized for use;
4. The number and types of tickets distributed to individuals at any given time;
5. A clear process for how tickets are logged/tracked;
6. How income and homeless status are verified;
7. How the agency monitors multiple programs or sites that are distributing tickets; and

8. The process for promptly reporting to DCHS within three days of discovering any loss or theft of tickets. The Loss or Theft Reporting Form can be found on the Program webpage at <https://kingcounty.gov/en/legacy/depts/community-human-services/housing/services/homeless-housing/bus-ticket-program>.

## **B. Reporting Requirements:**

If an agency receives an HSBTP allocation award, the agency must be able to submit a summary level Semi-annual Usage Log by program twice during the award period. Usage log(s) submitted to King County DCHS must be completed on the specified form and contain aggregate program data (with no client identifying information). Usage log(s) that are incorrectly completed or missing information will need to be resubmitted. Usage Logs are submitted to King County DCHS twice a year and in accordance with the following schedule:

1. Usage Logs for January 1 - June 30, submitted no later than July 31.
2. Usage Logs for July 1 - December 31, submitted by no later than January 31 of the following calendar year.

**Please note:** agencies that do not submit Usage Logs for all programs and/or submit incomplete Usage Log(s) may have their allocation balance at Metro and ability to purchase tickets suspended until issues are resolved.

At the program level, King County DCHS expects awarded agencies to collect additional information in the form of Client-level usage logs, which must be stored on-site with the tickets. This information will not be submitted on the usage log; however, it must be made available at the request of King County DCHS.

At a minimum, the following information is required on Client-level usage logs:

1. Name of the program;
2. Date tickets are issued;
3. Number of tickets distributed;
4. Name of staff issuing the ticket and staff initials;
5. The reason for travel; and
6. Client name and initials verifying receipt of the tickets.

Agencies should expect that DCHS staff will monitor the above Client-level Usage Log information and the rate at which agencies purchase bus/transit tickets against the allocation awarded to them. The Client-level Usage Log template can be found at the HSBTP Program webpage.

## **C. Ticket Options:**

Awarded agencies must place orders for tickets and purchase them directly through Metro. DCHS and/or Metro will send a letter that describes in detail the ticket book options available for purchase with a ticket allocation. As a preview, Metro offers different types of human services bus and light rail ticket books available for purchase:

1. King County Metro (only) ticket books \*\*no expiration\*\*

2. Combination King County Metro/ST Link all-day pass **\*\*expires December 31, 2025\*\***  
These ticket books consist of ten sets of two (2) Metro adult tickets, each paired with one all-day Link light rail ticket. Awarded agencies can purchase these ticket books at the cost of \$7.00, but the charge to the agency's allocation will be in the amount of \$8.50. For example, if an agency allocation is \$90.00, the agency can purchase 10 ticket books and the allocation will be debited \$85.00, but the agency only pays \$70.00. (Metro's discount is higher than 90% for these combo fare media, and therefore the deduction from the allocation is higher, to reflect that difference.)
3. ST Link all-day pass (only) **\*\*expires December 31, 2025\*\*** These ST Link all-day ticket books are not charged against an agency's allocation.
4. Noted Ticket Use Restrictions:
  - a. ST Link tickets are valid on Link light rail only; they are not valid on the Sounder Commuter Rail, ST Express buses, or Metro buses.
  - b. Metro tickets are accepted on the following Sound Transit routes: 560, 566/567, 577/578 (PT operated), 522, 541, 542, 545, 550, 554, ,555, 556, 566 (King County Metro operated).
  - c. Customers with ST Link all-day passes that do not comply with the terms of use and/or have altered dates are subject to a citation and fine of up to \$124.00 issued by Sound Transit fare enforcement officers.
  - d. Before distribution, a ST Link all-day pass must be validated. To validate the pass, use a permanent pen to enter the date that the ticket will be used. The ticket will be valid for that single day only. Sound Transit is not responsible for lost, stolen, or incorrectly validated passes.

#### Other Considerations:

1. A fare inspector or operator may ask to see the ticket as proof of payment.
2. Failure to adhere to conditions may result in the discontinuance of the sale of ticket books to an agency.
3. No exchanges, refunds or replacements are allowed.

#### **D. Income Verification:**

Agencies need to verify clients' income to determine eligibility for this program.

Income verification is sufficient if it was completed for a particular client within the past two years as of January 1, 2025. No income verification is required for self-declared homeless clients or those receiving Housing and Essential Needs (HEN) services or Medicaid, since they are assumed to meet the program's definition of low income.

Income can be verified using several options:

1. Verbal disclosure from client on their income level.
2. Client initials on site-based Client-level Usage Log verifying that they have low income according to this program's definitions.
3. Client showing an agency staff person their Medicaid card. HSBTP has the same income eligibility as Medicaid.
4. Other methods of income verification (i.e., tax forms, pay stubs, benefits receipts, etc.).

## IV. Eligibility

To be eligible for the rolling 2025 RFP process for use in program year 2025, applicant agencies must:

- A. Be a nonprofit agency (501c3), public housing authority, local government, or federally recognized tribe;
- B. Be an agency serving people experiencing homelessness and/or people with low income (see definitions below);
- C. Be able to disperse tickets to support people experiencing homelessness and/or people with low income to access housing, health care, employment, and related services critical to personal and residential stability;
- D. Have turned in completed January – December 2025 usage log(s) if they were awarded as part of the 2023 RFP process for program year 2024; and
- E. Be able to demonstrate the ability to purchase and disperse the tickets to eligible clients prior to December 31, 2025.

## V. Available Ticket Allocation

### A. Budget

DCHS is making available access to discounted bus tickets up to the budgeted amount of \$444,440 in allocation value (up to \$4,444,400 in face value) for the 2025 program year. The rolling RFP has \$949,945 in allotment value (\$94,994.50 in face value) remaining.

Any contract awarded as a result of this procurement is contingent upon the availability of ticket allocations. DCHS reserves the right to not award the total value of ticket allocations advertised in this RFP.

### B. Award Priorities:

Applications that meet eligibility requirements to receive an allocation award under the HSBTP will be awarded based on the following criteria:

- 1. Homeless: King County based programs that will utilize tickets to help persons experiencing homelessness must serve at least 90 percent people experiencing homelessness in order to meet this priority.
- 2. Essential Needs: Whether the tickets will be used to assist clients in meeting their essential needs (housing, food, health care, employment, etc.) will be considered.
- 3. Regional Distribution of Allocations: The geographic location of programs will be considered when making the final award decisions to ensure a regional distribution of allocations.
- 4. Past Program Compliance: For agencies funded in previous years, repeated past program violations will disqualify an agency.



## VI. Period of Performance

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or around January 1, 2025 and to end on December 31, 2025. Amendments extending or shortening the period of performance, if any, will be at the sole discretion of DCHS.

## VII. RFP Process

### A. Application Process

Applicant agencies must review all sections of the 2025 Rolling RFP for the 2025 HSBTP.

Applicants may only submit one application for the HSBTP. However, Applicants may list more than one program that will benefit from the HSBTP in the application form. If an Applicant applies for allocations for multiple programs, the Funding Priorities apply to all programs listed by the Applicant.

### B. Timeline

The following timeline represents the tentative schedule of the entire RFP process, from solicitation to program implementation. The dates listed here are subject to change. Applicants are responsible for monitoring ZoomGrants for any changes prior to the submittal deadline.

Public announcement of Request For Proposal	March 17, 2025
Optional Applicant Information Session	March 24, 2025, 3:00 – 4:00 PM
Technical Assistance Deadline	August 15, 2025
<b>Request for Proposal Closes</b>	September 2, 2025 <b>5:00PM</b>
Responses reviewed	Monthly March – September 2025
Anticipated program/contract start date	Monthly March – September 2025

### C. Questions About the RFP

King County DCHS staff will offer technical assistance for this RFP at the applicant workshop and through questions submitted either through ZoomGrants, or via [DCHSContracts@kingcounty.gov](mailto:DCHSContracts@kingcounty.gov) up until the technical assistance deadline. Weekly updates and a current FAQ will be posted under the 'Library' section.

Applicants are encouraged to complete their Proposal early to avoid any difficulties or errors in submission. DCHS is not responsible for any technical difficulties that an Applicant may experience, and late submissions may result in rejection of your Proposal.

If Applicants experience technical difficulties early in the process, please reach out to ZoomGrants as noted on this RFP. If the issue cannot be addressed through ZoomGrants, then reach out to [DCHSContracts@kingcounty.gov](mailto:DCHSContracts@kingcounty.gov) for assistance.

***If Applicants experience technical difficulties close to the time Proposals are due, please email the Proposal directly to the RFP Lead to avoid a late submission.***

#### **D. Applicant Information Session - 3/24/2025 from 3PM – 4PM**

An Information Session is scheduled to be held at the date and time indicated in the schedule. The location of the Information Session will be via Microsoft Teams. All prospective Applicants should attend; however, attendance is not mandatory.

DCHS will be bound only to DCHS-written answers to questions. Questions arising at the Information Session or in subsequent communication with the RFP Lead will be documented and answered in written form. A copy of the questions and answers will be posted as an RFP amendment on ZoomGrants. Applicants are responsible to check ZoomGrants for any posted amendments to this RFP.

#### **[Join the meeting now](#)**

Meeting ID: 234 239 755 975

Passcode: GF3SQ2H5

---

#### **Dial in by phone**

[+1 425-653-6586,,555688653#](tel:+142565365865555688653) United States, Bellevue

#### **[Find a local number](#)**

Phone conference ID: 555 688 653#

#### **Join on a video conferencing device**

Tenant key: [kcsc@m.webex.com](mailto:kcsc@m.webex.com)

Video ID: 118 791 684 8

#### **[More info](#)**

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)



## E. Communication

### 1. RFP Communication

All RFP documents will be uploaded through ZoomGrants, as described in Section VIII., Proposal Process, below.

The RFP Lead is the sole point of contact for this procurement. All communication regarding the subject matter of this opportunity between the Applicants and DCHS upon release of this RFP must be through ZoomGrants or the RFP Lead, as follows:

Leslie Miller  
RFP Lead  
[DCHSContracts@kingcounty.gov](mailto:DCHSContracts@kingcounty.gov)

Any other communication will be considered unofficial and non-binding on DCHS. Applicants are to rely on written statements issued by the RFP Lead.

Communication with anyone other than the RFP Lead on this RFP may result in disqualification of the Applicant.

### 2. Applicant Communication

Unless otherwise requested, letters and other transmittals pertaining to this RFP will be issued to the e-mail address noted in the Proposal created within ZoomGrants. If other personnel should be contacted via e-mail in the evaluation of this proposal, or to be notified of evaluation results, please complete the information in the area provided in ZoomGrants.

## VIII. Proposal Process

Responses are hereby solicited and will be received using the link below through ZoomGrants no later than 5:00 p.m. Pacific Time on the due date noted on this RFP. Responders are responsible for regularly checking ZoomGrants for any updates, clarifications, or amendments.

Note: Applicants bear the risk that technical difficulties may result in late or undelivered Proposals. Therefore, Applicants are encouraged to submit materials through ZoomGrants on a timely basis.

If Applicants experience technical difficulties early in the process, please reach out to ZoomGrants as noted on this RFP. If the issue cannot be addressed through ZoomGrants, then reach out to the RFP Lead for assistance.

If Applicants experience technical difficulties close to the time Proposals are due, please email the Proposal directly to the RFP Lead to avoid a late submission.

Submit Application through ZoomGrants at:

<https://www.zoomgrants.com/gprop.asp?donorid=2209&limited=5452>

Complete Proposal packages will include the following:

- A. Completion of all Questions and Confirmations
- B. Policies and Procedures document upload

## IX. Selection Process

All Proposals will be reviewed by the RFP Lead on a rolling basis to ensure that the Proposal contains all of the required information requested in the RFP. Only responsive Proposals that meet the threshold requirements will be evaluated by DCHS for award recommendation. Any Applicant who does not meet the stated qualifications or any Proposal that does not contain all of the required information may be rejected as incomplete.

### A. Selection Process

Final selection of awardees will be made by King County division and department directors based upon a threshold review and based upon equity and geographic considerations to ensure services are responsive to funding priorities and community need. DCHS reserves the right to make such selections based on the best interests of King County, and as a result, may not select the highest scoring or lowest cost Proposals for award, and it will execute contracts based upon the final selections.

To serve the best interests of King County, DCHS reserves the right to be its own reference with any potential Applicants as deemed necessary in its sole discretion. This may result in disqualification of any potential Applicants.

### B. Funding Allocation and Contract Negotiations

Allocation award recommendations are subject to final approval by the King County DCHS Director or their designee. Once award decisions are finalized, agencies will be notified. Awarded agencies must sign their Letter of Agreement (LOA) or Memorandum of Understanding (MOU) before being able to purchase tickets.

DCHS anticipates that requested allocations from the pool of selected Applicants may exceed the total dollar amount of allocation value available through this RFP. If this occurs, the County reserves the right to enter discussions with Applicants to assess if proposed services and activities can be scaled to match the allocation amount offered by the County. If the Proposal is not scalable, or the Applicants rejects the allocation amount offered by the County, the County reserves the right, to withdraw the allocation offer to the Applicants and enter discussions with other high-ranking RFP Applicants. Contract negotiations and development will begin when an allocation amount for each Proposal has been reached between the Applicants and the County.

## X. Glossary of Terms

A list of general procurement and contract definitions can be found here: [Contract Glossary](#). All other definitions specific to this RFP are as follows:

**Definition of Homeless:** The definition can be found at the King County Department of Community and Human Services website: <https://kingcounty.gov/en/dept/dchs/human-social-services/funding-opportunities-dchs/how-to-contract-dchs/housing-requirements>

**Definition of Low Income:** For single adults or families, low income is defined as having income at or below 138 percent of the Federal Poverty Level (FPL), as detailed below:

Family Size	Maximum Income
1	\$20,120
2	\$27,214
3	\$34,307
4	\$41,400
5	\$48,493
6	\$55,586
7	\$62,680
8	\$69,773

## XI. RFP and Contract Terms

### A. RFP Terms

#### 1. Revisions to the RFP

If DCHS determines in its sole discretion that it is necessary to revise any part of this RFP, an addendum to this RFP will be posted on ZoomGrants. For this purpose, the published questions and answers and any other pertinent information will also be provided as an addendum to the RFP and will be placed on ZoomGrants.

DCHS also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

#### 2. Cost to Propose

DCHS will not be liable for any costs incurred by the Applicants in preparation of a Proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related in any way to this RFP.

#### 3. DCHS Right to be Own Reference

To serve the best interests of King County, DCHS reserves the right to be its own reference with any potential Applicants as deemed necessary in its sole discretion. This may result in a lower score or disqualification of any potential Applicants.

#### 4. No Obligation to Contract

This RFP does not obligate DCHS to enter into any contract for services specified herein.

## 5. Rejection of Proposal

DCHS reserves the right, at its sole discretion, to reject any and all Proposals received without penalty and not to issue any contract as a result of this RFP.

## 6. Acceptance Period

Proposals must provide one hundred twenty (120) [Can be changed depending on RFP needs] calendar days for acceptance by DCHS from the due date for receipt of Proposal.

## 7. Best and Final Offer (BAFO)

DCHS reserves the right to use a BAFO before awarding any contract to further assist in determining the successful Applicants. Terms of the BAFO will be communicated by the RFP Lead.

## 8. Award

Final selection of awardees may be made by King County division and department directors based upon final calculations and recommendations from the RFP review panel. DCHS will execute contracts based upon the final selections.

DCHS intends to award one or more contracts to potential Applicants. The RFP Lead will notify all Applicants in writing of the acceptance or rejection of their RFP. Written notification will be sent via email to the email address(s) submitted on the cover sheet.

## 9. Protest

King County has a process in place for receiving protests/appeals based upon the RFP or contract awards. The protest/appeal procedures are available at <http://www.kingcounty.gov/depts/finance-business-operations/procurement/for-business/do-business/protest.aspx>.

## 10. Waiver of Administrative Irregularities

King County reserves the right to waive minor administrative irregularities or informalities in a Proposal.

# B. Contract Terms

## 1. King County Boilerplate

Organizations awarded through this procurement process will contract with King County DCHS. Funded organizations will be required to meet baseline requirements, including nondiscrimination and equal employment opportunity, record keeping, and more.

A contract may be negotiated with the Applicant whose Proposal would be most advantageous to King County in the opinion of the DCHS, all factors considered.

The contents of the selected Applicant(s)' Proposal shall become contractual obligations if a contract ensues.

A contract between the selected Applicants and King County shall include the contract instrument, the original RFP as issued by King County, the response to the RFP, and any other documents mutually agreed upon. The contract must include, and be consistent with, the specifications and provisions stated in the RFP.

## 2. Equity and Social Justice

In order to effectively operate and provide services within a culturally responsive framework, an organization shall intentionally consider equity and integrate it into its values and principles, decisions, and policies. King County expects funded organizations to incorporate a racial equity lens in their service delivery models and administration in order to challenge systemic and structural inequality, reduce prejudice and racism, and advance equity. As part of this effort, organizations will be asked to provide individual-level demographic information to inform analysis and understanding of barriers created by institutional racism.

## 3. Data Collection and Reporting

All community grants from DCHS come with the expectation of some data collection and reporting by the funded organization. DCHS is committed to only collecting data and information that is necessary for routine monitoring of program performance and meeting the Department's reporting obligations.

The primary purpose of performance measurement is to use data to understand which activities are effective and why, and support shared and transparent responsibility for your program's implementation and impact. It also enables King County to meet our reporting requirements to the King County Council and other partners and make data-informed decisions.

Given what is currently known about this funding opportunity, organizations awarded through this procurement process will likely be contractually required to report individual-level information about service participants to King County on a biannual basis.

- a. The specific reporting format and submission process will be collaboratively finalized during or shortly after contract negotiations.
- b. Based on the nature of the services, funded organizations will be expected to anonymize the individual-level data prior to submission.

Final data collection and submission requirements will be developed in partnership by the funded organization and King County. Requirements will be documented in the final Statement of Work (SOW) prior to signatures.

King County is available to provide capacity building either directly or through our partners to support funded organizations to meet these requirements.

As programs grow and evolve within the award period, King County staff will be available to make any necessary adjustments to data collection and reporting requirements in collaboration with the funded organization.

## 4. Public Records Act

- a. Washington State Public Records Act (RCW 42.56) requires public organizations in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act or are otherwise privileged.
- b. All submitted Proposals and RFP materials become public information and may be reviewed by anyone requesting to do so at the conclusion of the RFP, negotiation, and award process. This process is concluded when a signed contract is completed between the County and the selected Applicants.
- c. Proposals/Applications/Bids submitted under this RFP shall be considered public documents and with limited exceptions, Proposals/Applications/Bids that are recommended for contract award will be available for inspection and copying by the public.

If an Applicant considers any portion of his/her/their Proposal to be protected under the law, the Applicant shall clearly identify on the page(s) affected such words as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." The Applicant shall also use the descriptions above in the following table to identify the effected page number(s) and location(s) of any material to be considered as confidential.

If a request is made for disclosure of such portion, the County will review the material in an attempt to determine whether it may be eligible for exemption from disclosure under the law. If the material is not exempt from public disclosure law, or if the County is unable to make a determination of such an exemption, the County will notify the Applicant of the request and allow the Applicant ten (10) days to take whatever action it deems necessary to protect its interests. If the Applicant fails or neglects to take such action within said period, the County will release the portion of the Proposal deemed subject to disclosure.

By submitting a proposal, the Applicant assents to the procedure outlined in this paragraph and shall have no claim against the County on account of actions taken under such procedure. Please notify the County of your needs through the Contact Admin tab in ZoomGrants and reference the table information below:

Type of Exemption	Beginning Page / Location	Ending Page / Location

## 5. Accounts and Records

The Contractor shall maintain the following for a period of six years after termination of this Contract: accounts and records, including personnel, property, financial, programmatic records, and other such records the County may deem necessary to ensure proper accounting and compliance with this Contract.

## 6. Nondiscrimination and Equal Employment Opportunity

The Contractor shall comply with all applicable federal, state, and local laws regarding discrimination, including those set forth in this Section.

During performance of the Contract, the Contractor shall not discriminate against any employee or applicant for employment because of the employee's or applicant's sex, race, color, marital status, national origin, religious affiliation, disability, sexual



orientation, gender identity or expression, or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification. The Contractor will make equal employment opportunity efforts to ensure that applicants and employees are treated equitably, without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, age except by minimum age and retirement provisions, status as a family caregiver, military status or status as a veteran who was honorably discharged or who was discharged solely as a result of the person's sexual orientation or gender identity or expression. Contractor shall additionally read and comply with all additional requirements set forth at: <https://www.kingcounty.gov/depts/community-human-services/contracts/requirements.aspx>.

#### 7. American with Disabilities Act

DCHS complies with the Americans with Disabilities Act (ADA). Applicants may contact the RFP Lead to receive materials for this RFP in alternative formats, such as Braille, large print, audio tape, or computer disc.