

Request for Applications # 2025EHS911RFA Addendum # 1

ADDENDUM DATE ADVERTISED: 12/10/2025

ORIGINAL DATE ADVERTISED: 11/24/2025

Title: **2026-27 Safer Choices and Hazardous Waste Disposal Education RFA**

Number: **# 2025EHS911RFA**

Due Date: **No later than Jan 30, 2026, 02:00 PM**

Contact: Saba Al Harazi at cpres-EHS@kingcounty.gov

This Addendum provides the following clarifications and additional information about the referenced solicitation:

- 1. Add the PowerPoint presentation from the pre-application conference.**
- 2. Questions and answers from the pre-application conference:**
 - a. How many events does each organization have to do?**

Each organization is expected to conduct up to 20 community events per year (primarily tabling, with some workshops or presentations), for a total of up to 40 events over the two-year contract. However, this number is flexible and can be adjusted- fewer events may be appropriate if an organization proposes more in-depth or time-intensive activities, such as multi-session workshops or longer trainings.
 - a. Are these events only for safer choices or can other topics be included in the event?**

Events must be focused on Safer Choices and household hazardous waste disposal, which is the scope of work defined in the RFA. We will begin the project with a primary focus on safer cleaning and proper disposal. It is possible that additional related topics will be added over time. Partners will receive training, resources, and tools on all topics they are asked to include in their outreach and events.
 - b. Will PH help the organizations and train them?**

Yes. We will provide capacity-building “train-the-trainer” session, educational materials and resources for outreach, coordination and support from the contract officer. You will also be trained on the data collection and reporting tools. The contract officer will be working very closely with the grantee on all aspects of this project.
 - c. Will you be asking the organization to translate this information or will PH provide translation?**

You will work collaboratively with the contract officer to adapt materials for linguistic and cultural relevance. Organizations are not expected to cover the cost of translation or interpretation services. If translation or interpretation is needed, the County will cover those expenses.

This Addendum will be provided in alternative formats upon request.

d. How many hours a month should an organization expect to do this work?

The workload will vary based on the number and type of events (up to 20 per year but there is some flexibility), as well as the time needed for event preparation, coordination, reporting, and meetings. Please propose staffing and estimated hours in your budget narrative which will be evaluated as part of the application.

e. How many staff members should the organization commit to this work? Or should we have a point person?

We don't require a specific number of staff dedicated to this project. Applicants must demonstrate sufficient capacity and describe their staffing in the narrative. Having a main point person supported by additional staff for events would meet expectations as long as the applicant can deliver the required activities.

f. Will there be an incentive from PH to give away during the events? How will the organizations receive the incentive from PH?

Yes, event participation incentives and giveaway items will be covered directly by Public Health, not from the grantees' budget. We will also cover costs of event registration. Grantees will need to meet the contract officer at the Public Health warehouse to collect incentive items and educational resources.

g. Will the county help with the food during the events?

We can provide incentive items, educational resources, cover event registration costs but are unable to cover cost of food.

h. Does the organization have to do more than 20 events or is this number flexible?

The target is up to 20 events per year, but this number is flexible and can be adjusted based on the length or intensity of activities. The grantee and contract officer will work together to negotiate the appropriate number of events each year.

h. Do you have a template for the budget, or should an organization do their own budget?

No, we do not provide a template. Please create and submit your own line-item proposed budget, including staffing, insurance, and other relevant expenses.

All other terms of Request for Applications # 2025EHS911RFA remain unchanged.