



26-002-MCE-CFSF  
CENTERS FOR STRONG FAMILIES

Pierce County  
1501 Market St, Suite 420  
Tacoma, WA 98402

RELEASE DATE: June 12, 2026

DEADLINE FOR QUESTIONS: June 19, 2026

RESPONSE DEADLINE: June 26, 2026, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/piercecountywa>

Pierce County  
REQUEST FOR PROPOSAL  
Centers for Strong Families

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A - SAMPLE: Client Services Agreement

B - SAMPLE: Subrecipient Agreement

## 1. Introduction

### 1.1. Pierce County's eProcurement System

Welcome to Pierce County's eProcurement System. This system is inclusive to the procurement process, including submission of any questions and/or clarifications, the release of any addenda/notices, and submission of proposals. It is strongly encouraged that organizations responding to any procurement first read the entire procurement, paying close attention to the timelines, scope of work, eligibility, submission requirements, and specifically to the questionnaire section, which may include required attachments (*when applicable*), and ask for any clarifications regarding content and instructions early in the process.

### 1.2. Summary

Pierce County seeks a qualified contractor to provide comprehensive employment and financial coaching services through the Centers for Strong Families Program. Services will be delivered at locations accessible to families and are intended to support economically vulnerable Pierce County residents in achieving greater financial stability and self-sufficiency.

The Centers for Strong Families Program aims to increase participant earnings, improve household income, reduce debt, strengthen financial management skills, and support wealth-building opportunities within Pierce County communities.

### 1.3. Objective/Scope of Work

#### 1.3.1. *Description of Solicited Services*

Pierce County will contract with a single organization to deliver individualized employment and financial coaching services to eligible participants. Services, at a minimum, will include:

#### **Financial Coaching Services**

- Financial services focused on fiscal responsibility, budgeting, money management, and achieving and maintaining self-sufficiency, including:
  - Assistance with developing, implementing, and maintaining household budgets.
  - Support for tracking income and expenses and making informed financial decisions.
  - Development of debt reduction strategies, including debt prioritization, creditor negotiations, and repayment planning.
  - Establishment of savings goals for emergencies, education, retirement, homeownership, or other future financial needs.
  - Guidance on credit building and credit improvement, including understanding credit reports, addressing inaccuracies, and practicing responsible credit management.
  - Financial education on topics including:

- Banking and financial products
- Insurance
- Taxes
- Investing
- Retirement planning
- Asset development
- Consumer protection
- Connections to public benefits, community resources, financial products, and supportive services that enhance financial well-being.

### **Employment Coaching Services**

- Employment-focused services designed to assist participants in obtaining and maintaining sustainable employment include:
  - Career assessment and employment planning.
  - Job search assistance and access to current employment opportunities.
  - Distribution of job listings and information regarding job fairs and hiring events.
  - Referrals to employment readiness and workforce development workshops.
  - Resume development, interview preparation, and job retention support.
  - Coordination with workforce development partners to support career advancement opportunities.

### ***1.3.2. Program Requirements***

#### **Participant Eligibility**

- Be residents of Pierce County.
- Be unemployed or underemployed.
- Have household income below the [Self-Sufficiency Standard](#) published by the University of Washington.

#### **Geographic Service Area**

Services shall be available to eligible participants throughout Pierce County and the contracted organization will implement outreach strategies that ensure participation from communities across the county, particularly those outside the Tacoma area, including rural and under-resourced communities with limited living wage employment opportunities.

### **Hours of Operation**

- Maintain regular service hours Monday through Friday from 9:00 a.m. to 4:30 p.m.
- Reasonable accommodations shall be made to provide services during evenings or weekends when requested by participants and when necessary to support participation.

### **Referrals and Access**

- Accept participants that self-refer or who are referred by community-based organizations, government agencies, educational institutions, workforce programs, or other service providers.
- Ensure equitable access to services regardless of referral source.
- Maintain documentation of all requests for service, including requests that do not result in enrollment or service delivery. Documentation shall include the reason services were not provided.

### **Staffing**

Maintain sufficient staffing to deliver all required services. At a minimum, the expected staffing shall be equivalent to:

- One (1.0 FTE) Financial Coach
- One (0.75 FTE) Employment Coach

Any staffing changes shall be communicated to Pierce County and shall not adversely affect service delivery.

#### ***1.3.3. Program Outcomes***

The successful applicant will be required to track and report program outcomes, including but not limited to:

- Number of participants enrolled.
- Number of participants receiving financial coaching services.
- Number of participants receiving employment coaching services.
- Number of participants obtaining employment.
- Increase in participant earnings.
- Reduction in participant debt.
- Improvement in participant credit scores, when available.
- Increase in participant savings.
- Number of participants connected to training, workforce development, or supportive services.

- Geographic distribution of participants served throughout Pierce County.

## 1.4. Minimum Qualifications

### 1.4.1. Proposer Eligibility

Proposers who do not meet these minimum qualifications will be considered non-responsive and their proposal will not be evaluated or scored.

- Applicants must be an IRS designated non-profit agency located in Pierce County.
- Pierce County requires that all applicants for funding be registered as a business entity with the State of Washington and possess a Washington State Unified Business Identifier (UBI) number and a Federal Tax ID number.
- Applicants must be currently managing or have former experience operating a Center's for Strong Families program, or other similar financial and employment coaching services.

## 1.5. Anticipated Contract Details and Expectations

### 1.5.1. Term

The initial period of performance of any contract resulting from this procurement is anticipated to begin sometime in August 2026 and end on December 31, 2027. Amendments extending the period of performance, if any, shall be at the sole discretion of the County. The County reserves the right to extend these services for an additional 24-months to the successful applicant if additional funding is made available during the 2028/2029 biennium, or per Section 1.5.3. below. However, no Contractor will be guaranteed an extension.

### 1.5.2. Value

The total value of this procurement is \$150,000 in Miscellaneous Current Expense (MCE) funds. The County anticipates awarding a single contract from this procurement. The County reserves the right to make no award, based on the quality and scope of proposals received, available funding, and identified service needs.

Proposers are encouraged to scale their funding requests proportionally to the scope and geographic reach of their proposed services. The County may negotiate budgets and service levels to ensure the most effective use of funds and equitable coverage across providers. The County reserves the right to adjust award amounts at its sole discretion.

### 1.5.3. Contract Expectations

Successful applicants must use Pierce County funding only after all other available and eligible funding sources, including private, state, and federal funds, have been pursued and billed first.

**Additional federal, State, or local funds may become available during the contracting cycle and allocated through this solicitation. Funding may only be awarded for the same scope of services as described in this solicitation. It is important to note, any contract awarded as a result of this procurement is contingent upon the availability of funding. If at any time during the term of the contract**

the funding relied upon for the contract is reduced, modified, or eliminated, or if the funding terms are modified, Pierce County reserves the right to amend the contract as appropriate or to terminate the contract.

## 1.6. Definitions

- “Apparently Successful Proposer (ASP)” means a proposer selected as an entity to perform the anticipated services, subject to completion of contract negotiations and execution of a written contract.
- "Applicant," "Bidder," and "Proposer" mean an organization, agency or provider that submits a formal response to this procurement.
- "Application," "Bid," or "Proposal" mean a formal response to this solicitation.
- “CFR” means Code of Federal Regulations.
- “Client,” "Participant," "Household," or "Member" means an individual (or individuals) who receives services, or is eligible to receive services, under this procurement.
- “Contractor” means an individual or organization whose proposal has been accepted by the County and has been awarded a fully executed, written contract.
- “PCHS” means the Pierce County Human Services Department.
- “Procurement” means the process by which the County obtains services.
- “Request for Proposal (RFP)” or "Solicitation" means this document and its attachments in which needed goods and/or services are identified and organizations are invited to provide information as to how they propose to meet the County's needs.
- “RCW” means Revised Code of Washington.
- “Unemployed” or “Underemployed” individuals means persons who are not currently employed or who are employed in positions that provide insufficient hours, income, or opportunities to fully utilize their skills, education, or work experience.
- “WAC” means Washington Administrative Code.

## 1.7. ADA

The County complies with the Americans with Disabilities Act (ADA). Bidders should contact the RFP Coordinator to request an accommodation.



## 2. General Information for Proposers

### 2.1. RFP Coordinator

The RFP Coordinator is the sole point of contact in the County for this procurement. All communications between the Proposer and the County upon release of this RFP shall be with the RFP Coordinator.

Kristy Lysell

Procurement and Contract Specialist 2

Email: [kristy.lysell@piercecounitywa.gov](mailto:kristy.lysell@piercecounitywa.gov)

Phone: (253) 798-3693

**Department:**

Procurement and Contract Services

Any other communication will be considered unofficial and non-binding on the County. Proposers are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Proposer.

### 2.2. Timeline

Proposal Release Date:	June 12, 2026
Question Submission & Concern Resolution Request Deadline:	June 19, 2026, 2:00pm
Proposal Submission Deadline:	June 26, 2026, 2:00pm
Evaluation Process Completion:	July 3, 2026
Estimated Date of Notice to Successful/Unsuccessful Proposer(s):	July 8, 2026
Deadline for Unsuccessful Proposers to Request a Debriefing:	5 Business Days After Date of Notice
Hold Debriefing Conferences:	July 17, 2026
Estimated Date of Contract Execution:	August 2026

**The County reserves the right to revise the above timeline.**

## 2.3. Procurement Documents and RFP Holder's List

PROPOSERS WHO REGISTER AND DOWNLOAD RFP DOCUMENTS will be automatically added to the FOLLOWERS' list in the County's [eProcurement Portal](#). Notifications for solicitation updates, addendum and other procurement information will be sent to all who register on the Pierce County eProcurement Portal.

## 2.4. Questions and Answers

Proposers may submit questions through the County's eProcurement Portal, under the Question & Answer Section, no later than 4:30 pm on the date set forth in Section 2.2. Proposers must be registered in the eProcurement Portal software to submit questions, receive addendums and notifications, and ultimately submit a proposal. Proposers may only rely on written statements issued by the County. Any oral communications are unofficial and are not binding on the County.

## 2.5. Submission of Proposals

### 2.5.1. *Deadline*

The proposal must be received by the time/date as indicated in Section 2.2.

### 2.5.2. *Attachments*

**Follow instructions carefully** - if attachments are provided under this solicitation, they are to be utilized as part of the proposal - do not replace or use the organization's own format, as the proposal may be deemed "non-responsive" or "not eligible."

### 2.5.3. *Instructions*

All proposals are evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The County will not contact the organization for correction of proposals and Proposers are strongly encouraged to carefully review their proposals for completeness and accuracy before submitting. For proposals to be considered responsive and move to the review process, the Proposer must, under Section 3, RFP Questionnaire:

- Acknowledge all required "confirmations."
- Complete all required attachments, to include uploading any supplemental documents requested in attachments; and
- Submit the following materials as part of the proposal.
  - Budget Worksheet (Question 4.8)

### 2.5.4. *Additional Resources - Guidance*

This section provides a curated list of help articles addressing common questions and challenges proposers may encounter during the Request for Proposal process. The resources below are intended to offer clear guidance, practical solutions, and relevant information to support a smooth and successful submission. Proposers are encouraged to review these materials as needed to better understand requirements, resolve issues, and navigate the process with confidence.

- [Vendor Registration](#)
- [Following a Project](#)
- [Getting Started with Subscriptions](#)
- [How to Submit a Question in OpenGov](#)
- [How to Submit a Proposal Response in OpenGov](#)
- [How to Edit or Withdraw a Proposal after Submission in OpenGov](#)

#### **2.5.5. *Electronic Submissions Only***

Only electronic submittal via the County's eProcurement Portal shall be accepted for this procurement. No hard copies, emails, or fax submittals shall be accepted. The accepted forms of submitted materials are .pdf, .png, .jpeg, and MS Office formats such as .docx and .xlsx.

#### **2.5.6. *Addenda & Notices***

Applicants must acknowledge and confirm each addendum and notice issued under this solicitation. *The system will not allow final submission unless all required confirmations are checked.*

#### **2.5.7. *No Exceptions for Late Responses***

Proposers should allow sufficient time to ensure timely receipt of the proposal by the County's e-procurement System, OpenGov. Late responses will not be accepted and will be automatically disqualified. The County assumes no responsibility for delays caused by Proposer's technical related system errors.

#### **2.5.8. *County Property***

All proposals and any accompanying documentation become the property of the County and will not be returned.

### **2.6. Public Records and Proprietary Material**

- Organizations should be aware that any records they submit to the County or that are used by the County even if the organization possess the records, may be public records under the Washington Public Records Act (RCW 42.56). The County must promptly disclose public records upon request unless a statute exempts them from disclosure. Organizations should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed. Exemptions are narrow and specific.
- Organizations should clearly mark any record they believe is exempt from disclosure.

### **2.7. Revisions to the RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be published in the County's [eProcurement Portal](#).

All amendments and notifications of cancellation shall be posted in the County's [eProcurement Portal](#). If you did not receive this solicitation via the County's eProcurement Portal, please register there to receive further notifications.

The County also reserves the right to amend or add to, retract from, or cancel this Procurement at any time, in whole or in part, and without penalty.

In the event of a conflict between amendments or between an amendment and this Solicitation Document, the document issued latest in time shall control.

## 2.8. Responsiveness

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this solicitation. The Proposer is specifically notified that the County may reject or withdraw a proposal at any time as nonresponsive for any of the following reasons:

- Incomplete proposal,
- Failure to comply with any part of this solicitation or any Attachments to this procurement,
- Submission of incorrect, misleading, or false information.

The County also reserves the right, however, at its sole discretion to waive minor administrative irregularities, which are defined as variances which do not provide an applicant an advantage or benefit over other applicants.

## 2.9. Contract and General Terms & Conditions

The ASP will be expected to enter into a contract which is substantially the same as the Sample Contract and its General Terms and Conditions attached as Exhibit C. In no event is a Proposer to submit its own standard contract terms and conditions in response to this solicitation. If a Proposer has a concern regarding a certain General Term & Condition, they can raise the issue per the Questions and Answers section of this solicitation.

## 2.10. Costs to Prepare Proposal

The County will not be liable for any costs incurred by the Proposer in preparation of a proposal submitted in response to this RFP, in conduct of a presentation or interview, or any other activities related to responding to this RFP.

## 2.11. No Obligation to Contract

This RFP does not obligate the County to contract for services specified herein.

## 2.12. Rejection of Proposals

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

## 2.13. Most Favorable Terms

The County reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Proposer can offer. There will be no best and final offer procedure.

The ASP should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some or all of the Proposer's proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the County.

## 2.14. Concern Resolution Process

This procedure is available to potential Proposers who are contemplating submitting a proposal in response to this RFP. Only Concern Resolution submissions (Submissions) concerning the following subjects shall be considered:

- A claim that the solicitation unnecessarily restricts competition.
- A claim the solicitation evaluation or scoring process is unfair or flawed, or
- A claim the solicitation requirements are inadequate or insufficient to prepare a response.

Proposers submitting a concern about this procurement shall follow the procedures described below. Submissions that do not follow these procedures shall not be considered. If a Proposer registers a concern against this solicitation, the issue(s) cannot be raised again during the protest period.

All submissions must be in writing and signed by the submitting party or an authorized Agent. The submission must be sent to the Procurement Coordinator, or designee, and needs to be received no later than 2:00 pm, local time, Tacoma, WA, per Section 2.2 Timeline, and must clearly articulate the basis for the submission. The Proposer submitting a concern must also include a proposed remedy.

Upon receipt of a submission, a submission review will be held by the County. The RFP coordinator will respond to submissions in writing and the Finance & Enterprise Services Department Director will be notified of all submissions and provided a copy of the County's response. A copy of the response to the submission, including any changes to the solicitation, will also be posted in County's [eProcurement Portal](#).

The concern resolution process does not include an appeal process.

## 2.15. Cooperative Purchasing

The Washington State Interlocal Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By responding to this RFP, Consultants agree that other public agencies may purchase goods and services under this procurement or contract at their own cost and without Pierce County incurring any financial or legal liability for such purchases. Pierce County agrees to allow other public agencies to purchase goods and services under this procurement or contract, provided that Pierce County is not held financially or legally liable for purchases and that any public agency purchasing under such procurement or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.

## 2.16. Title VI Compliance

Pierce County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

### 3. RFP Questionnaire

#### 3.1. Administrative, Organization, Threshold Review and Proposal Questions

##### 1. *Administrative Questions*

###### 1.1. *Proposer Confirmation\**

As an authorized representative of the Proposer, having carefully examined the Request for Proposals, propose to furnish services in accordance therewith as set forth in the attached proposal.

I further agree that this proposal will remain in effect for not less than sixty (60) calendar days from the date that proposals are due, and that this proposal may not be withdrawn or modified during that time.

I hereby certify that this proposal is genuine and not a false or collusive proposal, or made in the interests or on behalf of any person not therein named; and I have not directly or indirectly induced or solicited any Contractor or supplier on the above work to put in a false proposal or any person or corporation to refrain from submitting a proposal; and that I have not in any manner sought by collusion to secure to myself an advantage over any other contractor(s) or person(s).

In order to induce the County to consider this proposal, the Proposer irrevocably waives any existing rights which it may have, by contract or otherwise, to require another person or corporation to refrain from submitting a proposal to or performing work or providing supplies to Pierce County, and Proposer further promises that it will not in the future directly or indirectly induce or solicit any person or corporation to refrain from submitting a response or proposal to or from performing work or providing supplies to Pierce County.

☐ Please confirm

\*Response required

###### 1.2. *Ownership and Copyright of Submitted Materials\**

By submitting a proposal, I agree that all documents, reports, proposals, submittals, working papers, or other materials prepared by the Proposer pursuant to this proposal shall become the sole and exclusive property of the County, and the public domain, and not property of the Proposer. The Proposer shall not copyright, or cause to be copyrighted, any portion of items submitted to the County in response to this procurement.

☐ Please confirm

\*Response required

###### 1.3. *Supplemental Attachment Confirmation\**

I confirm I have reviewed the content of the following attachments included under this RFP: ***Sample Agreement and any other documents as identified as "sample" in the Attachments section*** and acknowledge I understand and agree to these requirements should my organization receive a contract as a result of this proposal.

☐ Please confirm

\*Response required

1.4. *Insurance Requirements\**

By submitting a proposal, I understand and agree that if awarded funding from this RFP, the organization must be able to meet all insurance requirements based on services being purchased, prior to contract execution, and types of insurances may include, but are not limited to:

- **Commercial General Liability Insurance:** Required on all contracts. Standard levels are \$1M occurrence/\$2M aggregate (may be higher/lower, depending on value of contract and type of service).
- **Commercial Automobile Liability Insurance:** Required when the Contractor uses owned, rented, or leased automobiles to complete the services as required per the contract. Higher coverages may be required for fleet/large passenger vehicles.
- **Workers Compensation Insurance:** As required by Washington State.
- **Professional Liability or Errors and Omissions Insurance:** If the Contractor provides services such as analysis, consulting, counseling, daycare, legal, medical, nursing, pastoral, medical, or other services that require professional licensing.
- **Abuse and Molestation:** If the Contractor will be working directly with youth under the age of 18, elderly, disabled or other vulnerable populations.
- **Cyber/Privacy and Security Insurance:** If the Contractor is doing work that could give the Contractor access to personal or sensitive information from within the County's network or on the Contractor's personal computer, or lead to breaches of security, leading to a loss of privacy or identity theft.
- **Crime/Employee Dishonesty Insurance:** If the Contractor is in the custody or control of Pierce County funds such as cash, credit cards, checks or physical property.
- **Other insurance(s) applicable to services being purchased:** Such as Excess or Umbrella Liability Insurance if the contract is in excess of \$500,000.

In addition:

- Pierce County shall be named as an "Additional Insured" which must be provided in the insurance endorsement; and
- Insurance requirements also apply to any subcontractors hired by the main Contractor to deliver services, where applicable.

***Please see "Exhibit D" in the SAMPLE AGREEMENT under attachments to see full insurance requirements. If you have questions regarding insurance requirements, please submit them through the "Question & Answer" section of the RFP.***

☐ Please confirm

\*Response required



*1.5. Debarment Certification\**

As an authorized representative of the Proposer, I certify to the best of my knowledge and belief that the organization and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- B. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- D. Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- E. Does not employ any person nor contracts with any person or agency excluded from participation in federal health care programs under either 42 U.S.C. 1320a-7 (§§1128 or 1128A Social Security Act) or debarred or suspended.

By checking the confirmation, I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of any award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

☐ Please confirm

\*Response required

*1.6. Pre-Award Financial Risk Assessment Submission Confirmation\**

Pierce County is now requiring applicants to complete and submit a Financial Risk Assessment and related documentation annually. In addition, applicants must update their submission six months after their most recent annual submission.

An updated Financial Risk Assessment must also be submitted at any time within the 12-month period following the most recent assessment if either of the following occurs:

- A change in leadership has occurred
- The agency has experienced a funding loss or reduction of 20% or more of its total budget

Pierce County is [collecting Financial Risk Assessment documentation through this form](#).

Upon completion and submission of the form, whether for an initial Financial Risk Assessment or any required update, you will receive a confirmation email. **The confirmation email is REQUIRED as part of this application, so save the email confirmation as a .PDF and upload it here.**

**WARNING: Failure to provide evidence of an acceptable and up-to-date Financial Risk Assessment may be cause for the application to be disqualified from competition.**

I understand and agree that my organization has completed the Financial Risk Assessment form within the last six months and/or has updated the Financial Risk Assessment form submission if any of the above conditions apply. Completing the Financial Risk Assessment does not guarantee an award.

☐ Please confirm

\*Response required

1.7. *Proof of Completed Pre-Award Financial Risk Assessment (Upload)\**

Once you have submitted the Pre-Award Financial Risk Assessment Form, you will receive an email confirmation. **Save the email confirmation as a .PDF and UPLOAD HERE.**

**WARNING: Failure to provide evidence of an acceptable and up-to-date Risk Assessment may be cause for the application to be disqualified from competition.**

\*Response required

2. *Organization Information*

2.1. *Authorized Individual\**

Please provide the name and title of the individual authorized to execute a contract on behalf of the organization.

\*Response required

2.2. *Organization Information\**

Please provide the legal name, any d/b/a names, years in business, local address, billing address if different, email address, and phone number of the organization making the proposal.

\*Response required

2.3. *Organization Tax ID Number\**

Please provide the Employee Identification Number (EIN).

\*Response required

2.4. *Organization Contacts\**

Please provide the name, phone, and email for:

- Executive Director/CEO/President
- Financial Manager/CFO
- Contract Manager

\*Response required

### 3. *Threshold Review Questions*

Proposers who do not meet these minimum qualifications will be considered non-responsive and their proposal will not be evaluated or scored.

- Applicants must be an IRS designated non-profit agency located in Pierce County.
- Pierce County requires that all applicants for funding be registered as a business entity with the State of Washington and possess a Washington State Unified Business Identifier (UBI) number and a Federal Tax ID number.
- Applicants must be currently managing or have former experience operating a Center's for Strong Families program, or other similar financial and employment coaching services.

#### 3.1. *Ownership Type\**

Please upload the **IRS Determination Letter** confirming the status of the organization as a nonprofit, tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code.

\*Response required

#### 3.2. *Washington State Unified Business Identification (UBI) Number\**

Please provide the organization's UBI number.

**WARNING: Failure to provide a UBI number will be cause for the application to be disqualified from competition.**

\*Response required

#### 3.3. *Required Experience\**

By checking this confirmation, I am attesting that the organization meets one of the following requirements; must be currently managing or have former experience operating a Center's for Strong Families program, or other similar financial and employment coaching services.

*Please note, the County reserves the right to request documentation from the organization to support this confirmation (operational materials, former/current contracts, fund sources, etc.)*

☐ Please confirm

\*Response required

### 4. *Scored Proposal Questions (100 Points)*

#### 4.1. *Programming Experience (15 Points)\**

Describe your organization's experience providing employment coaching, career navigation, workforce readiness, and financial coaching services to unemployed or underemployed individuals. Include the number of years providing these services and examples of similar programs.

*Maximum response length: 2000 characters*

\*Response required

4.2. *Financial Coaching (20 Points)\**

Describe your approach to delivering individualized financial coaching services, including budgeting, debt reduction, savings strategies, credit improvement, and financial education. Explain how you tailor services to meet participants' varying needs and financial goals.

*Maximum response length: 2000 characters*

\*Response required

4.3. *Employment Coaching (20 Points)\**

Describe your approach to employment coaching and workforce development services. Include information about career assessments, job search assistance, resume development, interview preparation, job retention support, and connections to training and career pathway opportunities.

*Maximum response length: 2000 characters*

\*Response required

4.4. *Geographic Service Area (Not Scored)\**

Where will services be provided? Please list all expected service sites and include services to be provided at each site.

\*Response required

4.5. *Service Coordination (15 Points)\**

Explain how your organization will coordinate services at service locations and ensure consistent participant access during required operating hours. Include any plans for evening or weekend accommodations.

*Maximum response length: 2000 characters*

\*Response required

4.6. *Participant Eligibility (10 Points)\**

Describe your process for determining participant eligibility, maintaining participant records, documenting referrals, and ensuring compliance with reporting and documentation requirements.

*Maximum response length: 2000 characters*

\*Response required

4.7. *Performance Measures (10 Points)\**

Describe how your organization tracks participant outcomes and program performance. Include the systems, tools, and processes used to collect, manage, analyze, and report participant and program data.

*Maximum response length: 2000 characters*

\*Response required

4.8. *Budget (Not Scored)\**

Please download the below documents, complete, and upload.

- [Budget Worksheet.xlsx](#)

\*Response required

4.9. *Budget Narrative (10 Points)\**

Provide a brief narrative that explains how requested funds will be allocated to support program implementation/delivery.

*Maximum response length: 1000 characters*

\*Response required

## 4. Evaluation and Scoring

### 4.1. Evaluation Process

All proposals will be reviewed for compliance with the Minimum Qualifications. Proposals that meet the Minimum Qualification as identified in Section 2 will advance to the formal evaluation process and be scored based on responses to RFP questions and required attachments. An Application Evaluation Committee (AEC) comprised of Pierce County staff, community representatives, or jurisdictional partners from local, state, or federal agencies with expertise in the subject matter of this procurement will review and score all proposals based on the requirements and content of this RFP.

The RFP Coordinator reserves the right to contact Proposers for clarification of any portion of the Proposal.

### 4.2. Proposal Scoring Method

Each evaluator will score the Proposals separately. The scores of all the evaluators will be averaged to determine the Proposer's score. In the event the AEC has clarifying questions for a proposer, they shall notify the Procurement Coordinator who will, in turn, send the question(s) to the appropriate proposer. The Procurement Coordinator shall provide a deadline for the answers and shall then notify the AEC members of the response. If members of the AEC wish to change their original scores based on the response to the clarifying question(s), they shall notify the Procurement Coordinator who shall determine the proper subsequent process.

The County reserves the right to award the contract to any organization or combination of organizations whose proposal(s), in the opinion of the County, is in the best interest of the County.

### 4.3. Scoring Criteria

#### Points Available - Initial Evaluation: 100

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<b>Programming Experience</b> Question 4.1	Points Based	15 (15% of Total)
2.	<b>Financial Coaching</b> Question 4.2	Points Based	20 (20% of Total)
3.	<b>Employment Coaching</b> Question 4.3	Points Based	20 (20% of Total)
4.	<b>Service Coordination</b> Question 4.5	Points Based	15 (15% of Total)

5.	<b>Participant Eligibility</b> Question 4.6	Points Based	10 <i>(10% of Total)</i>
6.	<b>Performance Measures</b> Question 4.7	Points Based	10 <i>(10% of Total)</i>
7.	<b>Budget Narrative</b> Question 4.9	Points Based	10 <i>(10% of Total)</i>

#### 4.4. Funding Awards

Funding will generally be awarded in ranked order, from the highest scoring proposal to the lowest scoring proposal. Funding awards are also subject to available funding, effective use of funding, and the County's determination that the proposed services are responsive to the requirements and objectives of this RFP.

The County reserves the right to:

- Award multiple contracts
- Make partial awards
- Make fewer awards than anticipated or make no awards
- Negotiate budgets and service levels with a region
- Fund more than one provider within a region

The County further reserves the right, at its sole discretion and at any time during the contract term, to modify, reassign, or discontinue services. If services are reassigned or a contract is terminated or discontinued, the County may, without issuing a new solicitation, negotiate and enter into an agreement with a proposer whose proposal was evaluated, scored, and ranked under this RFP.

#### 4.5. Notification to Proposers

The County will notify all proposers of the outcome of their proposal in writing upon completion of the evaluation process.

#### 4.6. Debriefing of Unsuccessful Proposers

Any Proposer, who was not disqualified, who has submitted a proposal and been notified that they were not selected as an ASP may request a debriefing. The request for a debriefing conference must be received by the Procurement Coordinator within 5 days of having been notified that they were not selected.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the Proposal.

- Critique of the requesting Proposer's Proposal based on the comments made by the Application Evaluation Committee or individual comments made by an evaluator; and
- Review of Proposer's final score in comparison with other final scores without identifying the other firms.

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or remotely and will be scheduled for a maximum of one (1) hour.

#### 4.7. Protest Procedure

Protests may be made only by Proposers or authorized representative of a Proposer who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Proposer is allowed five (5) business days to file with the Procurement Coordinator a protest of the award decision. Protests must be received by the Procurement Coordinator no later than 3:30 PM, local time in Tacoma, Washington on the fifth business day following the debriefing. Protests must be in writing, addressed to the Procurement Coordinator, and submitted by email to [PCSHSprocurement@piercecounitywa.gov](mailto:PCSHSprocurement@piercecounitywa.gov). The protest must state the RFP number, the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included.

Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Proposers under this procurement.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator.
- Errors in computing the score.
- Non-compliance with procedures described in the procurement document or County policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) County's assessment of its own needs or requirements.

Upon receipt of a protest, a protest review will be held by the County. The Finance & Enterprise Services Department Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Proposer who also submitted a proposal, such Proposer will be given an opportunity to submit its views and any relevant information on the protest to the Procurement Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the County's action; or



- Find only technical or harmless errors in County's procurement process and determine County to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide the County options which may include:
  - Correct the errors and re-evaluate all proposals, and/or
  - Reissue the solicitation document and begin a new process, or
  - Make other findings and determine other courses of action as appropriate.

If a protest is filed, the County will wait to execute the contract until a final determination on the protest is made.