



HELPING HANDS PROJECT ORGANIZATION

OUR MISSION IS TO EMPOWER, ELEVATE AND ENSURE
EQUITABLE OPPORTUNITIES FOR SUCCESS

Request for Proposal (RFP) for Temporary Housing Services

Organization: Helping Hands Project Organization

Date: August 15th 2022

Introduction: The Helping Hands Project Organization is seeking proposals from qualified motel operators for the provision of temporary housing services. This initiative aims to provide safe, comfortable, and immediate shelter for individuals in need. This RFP is funded by federal funds, and all processes involved must be compliant with federal funding regulations. We are dedicated to maintaining transparency and promoting fiscal responsibility throughout the process.

Scope of Work:

1. Provide temporary housing for individuals and families referred by the Helping Hands Project Organization.
2. Ensure rooms are safe, clean, and in good condition.
3. Offer a 24-hour front desk service and any necessary amenities.
4. Coordinate with Helping Hands Project Organization on billing, reporting, and any related concerns.
5. Ensure adherence to all federal, state, and local regulations and laws.

Proposal Submission Requirements:

1. Business profile including years in operation, capacity, and references.
2. Detailed budget breakdown, including per-night cost, weekly rates, and any other potential costs.
3. Explanation of billing procedures.
4. A description of amenities and services offered.
5. Compliance plan detailing how the motel will ensure adherence to federal funding regulations.
6. Proof of insurance and any necessary licenses or permits.
7. Terms and conditions for early termination or extension of the agreement.



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Evaluation Criteria:

- Cost-effectiveness and value for money.
- Experience in providing similar services.
- Quality and range of amenities and services.
- Compliance plan robustness and understanding of federal regulations.
- Feedback from references.
- Geographic location and accessibility.

Terms and Conditions:

- Helping Hands Project Organization reserves the right to reject any or all proposals without assigning any reason.
- All costs related to the preparation and submission of the proposal will be borne by the proposer.
- The agreement's duration will be negotiated upon selection.
- Payments will be made monthly based on the actual services rendered.
- All activities and transactions must be documented and made available for audit by Helping Hands Project Organization or its designated representatives.

Submission Deadline: September 15th 2022

Proposal Submission Address:
Helping Hands Project Organization
1314 26th St Everett WA 98201

Contact: Cindy Parfitt, Controller
Phone: (425) 610-4364
Email: cindyp@helpinghands-project.org

We encourage all eligible and interested motel operators to participate in this RFP. This is an excellent opportunity to collaborate with a reputable organization and play a vital role in serving the community. Together, let's ensure a safe and welcoming shelter for those in need.

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