

Our Savior Lutheran Church

REQUEST FOR PROPOSAL

This Request for Proposal (RFP) outlines the intent of Our Savior Lutheran Church (“OSLC”) to seek a partnership with a local not-for-profit community based service organization to occupy the space known as the OSLC preschool. This space is located within the OSLC building and is accessible via a separate secure entrance.

REQUEST FOR PROPOSAL (RFP)

REPURPOSING AVAILABLE SPACE FOR A COMMUNITY SERVICES OFFERING

**OUR SAVIOR LUTHERAN CHURCH
745 FRONT STREET SOUTH
ISSAQUAH, WASHINGTON 98027**

RELEASE DATE DECEMBER 18, 2017

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1. SUMMARY AND BACKGROUND

OSLC is currently accepting proposals for a not for profit, social services organization to occupy a vacant preschool room within our building. This space has remained unused since the closure of the school in 2012. To partner with our local community service organizations, OSLC seeks an occupant that shares our Christian values and will reflect the same as we provide a safe place for clients to receive God's grace in the form of social services. Use of this space will be limited to normal business hours, and will exclude weekends. Daily business transactions will not require the operational assistance of OSLC.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best reflects the overall mission and vision of OSLC. The successful candidate will be offered space within the church building to conduct business. Terms of operation, lease agreement and fees and all other business considerations, will be addressed in the Letter of Offer and the final contract between OSLC and the partner, once a decision has been made.

Our Savior Lutheran Church in Issaquah, Washington seeks to be a loving, friendly community that worships God, and serves others. We place a high priority on teaching from the Bible and following the example of Jesus. Our vision is to impact and renew Issaquah and beyond with the transforming message of Jesus Christ through words and actions. Our Savior Lutheran Church was organized with 82 charter members on March 19, 1961. The first worship service had been held on November 6, 1960, in the Village Theater in Issaquah. Groundbreaking was held May 28, 1961. In the early 1970s the congregation built the parish hall to ease the overflow and expand their education and fellowship activities. On June 5, 1977, ground was broken for the third phase of the church development, which included a new sanctuary, narthex, offices and classrooms, including the now vacant preschool. The new facilities were dedicated on March 12, 1978. In 2004, a new Sanctuary and Narthex space was completed and dedicated. An existing space in the older part of the building was completely renovated to give OSLC a new commercial kitchen. This was dedicated in 2014. The following year OSLC renovated and updated the education wing, giving our Sunday school bright and open spaces and providing our teachers with a planning and materials storage space.

OSLC has long standing ties to our local community. Friends of Youth was started at OSLC, and later grew and moved to their current location in Issaquah. Our participation in the community meals program spans decades, as does our commitment and support of the Issaquah Food and Clothing Bank. Our building plays host to local groups such as the Lutheran Counseling Services, Issaquah Village Theater's KIDSTAGE, and a chapter of AA that meets weekly. OSLC is committed to supporting our community and its people.

Our ministries include:

- Social Concerns/Outreach
- Global Mission Support
- Youth Partnerships with neighboring Lutheran churches
- Quilting and Knitting

- Companions in Christ Study Groups
- Safe Parking for Women and Families

Community Organizations that are supported by **OSLC** include:

- Passage Point Post Incarceration and Reunification Supportive Village (YWCA)
- Congregations for the Homeless
- Compassion House
- Issaquah Food and Clothing Bank
- Issaquah Nourishing Network

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and prayerful process. Proposals will be accepted until **5pm PDT February 2, 2018**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the organization submitting the proposal.

Contract terms and conditions will be negotiated upon selection of the successful partner for this RFP. All contractual terms and conditions will be subject to review by the Social Concerns team and the **OSLC** Council.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

OSLC wishes to provide a safe space for God's people in need of social services. We realize the building and location of this space has certain limits. Operation of a hygiene center, for example, is not within the scope of this offering or physical space currently. The ideal candidate will be a not for profit organization/business that provides relief in the manner of social services, counseling, assistance with job search, or related offerings to our local communities. Building remodeling is not within the purpose of this RFP solicitation.

Physical Location and Description:

The **OSLC** preschool classroom is located on the West side of the church building. There is a separate, secure entrance. There is a small kitchen area and more than adequate shelf and cupboard space. Restrooms are not located within the classroom itself, but access is provided within the same area. Limited parking is available.

Additionally, there is access to the church's internet, however, a separate secure Hot Spot will need to be established.

4. PROJECT SCOPE USE OF SPACE

OSLC recognizes that there is a need community wide for all encompassing day center facilities within King County and especially Issaquah and our surrounding cities. However, given this will be the first partner space undertaking, our intent is to begin with a small successful operation. The limitations for this first offering will now be defined below.

The following section details what is to be considered **In Scope** as proposed use of the space:

- Interior improvements (at the partner's expense) to make the area more accessible such as furniture, desks, additional lighting.
- Addition of kitchen appliances (at the partner's expense) such as a refrigerator, water cooler, coffee maker.
- Modifications for code requirements (specific to partner's operations) (possible shared expense).
- Installation of a separate Hot Spot internet router that will be secured (partner expense).

The following section details what is **Out of Scope**:

- Addition of appliances that require the addition of separate hot water heaters, or other electrical meter monitoring (for example, commercial washers and dryers).
- Operating hours outside of normal business hours.
- Overnight sleeping accommodations.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

The timeline for this process, from issuance to acceptance is as follows:

All proposals in response to this RFP are due no later than **5pm PST February 2, 2018**. **Clarifications and questions may be sent to the email address listed on this RFP. Please use the subject heading of "RFP Clarifications Needed". Questions and their responses will be shared with all bidders. This period will conclude January 29, 2018.**

OSLC invites all interested respondents to attend a site visit and bidder's conference to be held at our building on **Tuesday January 16, 2018 at 10:00 am**. In addition to conversation and clarifications, we will conduct a tour of the space OSLC is offering for use. We strongly encourage all interested parties to attend this event.

Evaluation of proposals will be completed by **February 9, 2018**. If additional information or discussions are needed with any bidders during this timeframe, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than **February 26, 2018**.

Upon notification, the contract negotiation with the winning bidder will begin immediately. The intent will be to complete the contracts using all good faith efforts, by **April 6, 2018**.

Notifications to bidders who were not selected will be completed by **February 26, 2018**.

Partner Occupancy Timeline:

The date for occupancy is defined as the date in which our partner takes possession of the space itself. This may be in advance of the date of full operation. These dates will be mutually determined, but access will not be unreasonably withheld by **OSLC** unless all requirements are not met in advance. Additionally, should there be issues unresolved in the contracting and or execution of the contract, occupancy may be delayed.

6. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Organization Chart and qualifications of Executive Committee
- Description of your cohort population.
- Description of history and experience in your area of expertise/services.
- List of current services or future services that your organization may be considering.
- **Briefly summarize** one case study/profile where your organization succeeded in meeting the goals of a client (personal data blinded).

The following criteria must be met to achieve a successful partnership:

- Proof of 1 million dollars in damages and liability insurance policy coverage for the organization as it operates within the **OSLC** building, it's physical property and out buildings.
- Proof that there are no active liens or lawsuits against the partner or related business.
- A valid business license to operate within the State of Washington, King County and City of Issaquah.
- Proof of a 501(c)(3) and /or other form of not for profit documentation.
- Current Profit and Loss (P&L) or other forms of balance sheets.
- Current Mission and Vision Statements.

7. PROPOSAL EVALUATION CRITERIA

OSLC will evaluate all proposals based on the following criteria*. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall willingness to partner in **OSLC's** mission to Fearlessly Follow Jesus by:
 - Reflecting a caring and loving approach to our fellow brothers and sisters
 - Adhering to defined standards of care that include mutual respect, honesty and privacy
 - Display a willingness to coordinate care that includes both physical and spiritual needs
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this partnership.
- Length of operating as a not for profit in this area.
- Expected number of clients per day (not to exceed classroom occupancy rating of 72).

*See Section 9 Attachment A for evaluation form.

8. RFP RESPONSE INSTRUCTIONS

Please limit the number of pages, including attachments, to a total of twenty pages.

Each bidder must submit 1 electronic and 5 paper copies of their proposal to the addresses below by **February 2, 2018 at 5pm PDT**:

Our Savior Lutheran Church Attn: RFP Team
745 Front Street South
Issaquah, WA 98027
(425) 392-4169

For Electronic submissions:

office@oslcssaquah.org

Attention: RFP Response Team

For Request for RFP Clarifications use the above email address, add to subject line:

Attention: "RFP Clarifications Needed".

Attachment A Scoring Criteria

Bidder Name		
Mandatory Criteria	Yes or No (0 or 1)	Comments
Proof of 1 million dollars in damages and liability insurance policy coverage for the organization as it operates within the OSLC building, its physical property and out buildings		Should an RFP come in without these criteria, the bidder will be rejected.
Proof that there are no active liens or lawsuits against the partner or related business		
A valid business license to operate within the State of Washington, King County and City of Issaquah		
Proof of a 501(c)(3) and /or other form of not for profit documentation		
Current Profit and Loss (P&L) or other forms of balance sheets		
Current Mission and Vision Statements		
TOTAL SECTION SCORE		

Bidder Qualifications as listed in RFP	1-4 scale with 1 not in alignment and 4 completely in alignment	
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Criteria	Score	Comments
Organization Chart and qualifications of Executive Committee		
Description of cohort population		
Description of history and experience in your area of expertise/services		
List of current services or future services that your		

Criteria	Score	Comments
organization may be considering		
Summary case study/profile where your organization succeeded in meeting the goals of a client (blinded)		
Expected number of clients per day (not to exceed classroom occupancy rating) and hours of operation (can be noted in comment section)		
Overall willingness to partner in OSLC's mission to Fearlessly Follow Jesus		
Reflecting a caring and loving approach to our fellow brothers and sisters		
Adhering to defined standards of care that include mutual respect, honesty and privacy		
Display a willingness to coordinate care that includes both physical and spiritual needs		
TOTAL SECTION SCORE		

TOTAL COMBINED SCORE _____

ADDITIONAL OBSERVATIONS AND COMMITTEE MEMBER INPUT

Recommendation: _____