

CITY OF RENTON

Statement of Qualifications

Capacity Building Support for Renton Funded Agencies

The City of Renton Human Services Division is soliciting proposals for the purpose of evaluating consultants capable of providing professional services to improve the capacity of non-profit agencies funded by the City of Renton. Services include assistance on writing competitive grants and proposals, organizational support targeted at improving service delivery in a culturally competent manner, and designing and measuring meaningful outcomes.

The City has set aside **\$5,000** for provision of services in 2015, primarily to six agencies identified by the Human Services Advisory Committee. Consultant will conduct an organizational assessment with each of the agencies, and provide support on issues identified by the agency.

Please provide the following information:

- Agency Name and Contact Information
- Agency Services provided
- Statement of Qualifications that describe the following:
 - Expertise in evaluating and improving culturally competent services
 - Expertise in assisting agencies to develop competitive grants and proposals
 - Expertise in developing and measuring appropriate, meaningful outcomes
 - Expertise in organizational support/financial diversification.
- Background of Individuals assigned to the project
- Similar Projects – provide details of 2-3 projects
- Background of staff providing the services
- Proposed budget and units of services provided for contract amount
- Approach to working with agency to identify areas of service

All agencies performing work with the City of Renton shall have insurance that meets or exceeds the minimum requirements and will submit an approved certificate of insurance to the City of Renton prior to signing a contract. The agency will also have a City of Renton Business License prior to signing a contract.

For questions regarding the Statement of Qualifications (SOQ), please contact Karen Bergsvik, at 425-430-6652, or kbergsvik@rentonwa.gov.

The SOQ may be mailed, emailed, or delivered to:

Dianne Utecht
City of Renton
Sixth Floor, 1055 S. Grady Way
Renton, WA 98057

All submittals must be received prior to 5:00 p.m., November 21, 2014.

SOQ's will be evaluated by the Human Services Advisory Committee.