

City of Bellingham
Request for Proposals
Community Day Center Operator



RFP INFORMATION

Issue Date: March 30, 2026
RFP Contact: Jason Korneliussen
Contact Telephone: 360-778-8121
Contact Email: jpkorneliussen@cob.org

CLOSING INFORMATION

Date: April 24, 2026
Time: 5:00 PM
Location: Mayor's Office
Mailing Address: 210 Lottie Street, Bellingham, WA 98225

Request for Proposals (RFP)

Community Day Center Operator

Section 1 – General Information

A. General Information

The City of Bellingham seeks a qualified agency to operate a permanent Community Day Center located within the City. The facility will be provided by the City and will operate year-round to serve all community members, with an emphasis on individuals experiencing homelessness in Bellingham and Whatcom County. The Day Center will provide a safe, welcoming indoor space during daytime hours where guests can access restrooms, basic needs support, housing-focused case management, service navigation, and connections to behavioral health and other community resources. The program will operate using low-barrier, trauma-informed principles, with the goal of increasing access to services and reducing the need for individuals to occupy unsafe or inappropriate public spaces.

In addition to daytime operations, an ideal operator will demonstrate the capacity (or ability to create capacity required) to operate a low-barrier seasonal overnight shelter at the same location during extreme weather events. The seasonal shelter may operate:

- Every night of the full winter season (approximately December through February), **or**
- On a temperature-triggered basis, activating when forecasted overnight temperatures are projected to fall below a predetermined threshold.
- The chosen Operator should also expect the Day Center to be accessible during extreme weather events which may take place outside of winter months.

The seasonal overnight shelter will be integrated into the overall program design and must operate in alignment with the Day Center's service philosophy, safety standards, and trauma-informed approach. The final operating model and budget for the seasonal overnight component will be determined through contract negotiation.

If applicant does not have existing capacity to operate an overnight shelter during the winter of '26-'27, they should provide a plan to increase capacity ahead of operating an overnight shelter for the winter of '27-'28. If the selected applicant does not have the willingness or capacity to operate the seasonal shelter, or is unable to come to a budget agreement with the City, the City reserves the right to contract with a separate agency for shelter operations at this location.

The City invites qualified organizations to submit their qualifications in accordance with the requirements outlined in this Request for Proposals (RFP). Disadvantaged, minority-led, and women-led organizations are encouraged to respond.

B. Anticipated Timeline

Request for Qualifications released	Monday, March 30, 2026
Final day for RFP-related questions	Sunday, April 19, 2026
Proposals due	Friday, April 24, 2026 by 5:00 pm PST
Scoring and selection	Week of April 27-May 1
Planned notification date	Monday, May 11, 2026
Day Center Grand Opening	October, 2026

C. Minimum Qualifications

The selected operator will have:

- Demonstrated experience operating programs serving individuals experiencing homelessness or other highly vulnerable populations, including shelters, outreach programs, supportive housing, behavioral health services, or comparable low-barrier service environments.
- Experience providing trauma-informed, culturally responsive, and person-centered services.
- Experience coordinating on-site case management and facilitating connections to behavioral health, substance use disorder treatment, medical care, employment services, and permanent housing.
- Demonstrated capacity to participate in and comply with the Whatcom Homeless Service Center Coordinated Entry system.
- Experience utilizing Homeless Management Information System (HMIS) in accordance with Washington State Department of Commerce standards.
- Demonstrated fiscal responsibility and strong financial management systems.
- Experience conducting neighborhood outreach and community engagement.
- Ability and willingness to operate a seasonal overnight shelter component as described in this RFP.
- Demonstrated commitment to equity and reducing racial disparities within homelessness systems.

D. Duration of Services

The City intends to contract with a qualified operator for an initial term of up to two (2) years, with the possibility of extension subject to performance, funding availability, and demonstrated community need.

Performance will be evaluated through measurable outcomes, compliance with contract requirements, guest experience, community feedback, and financial accountability.

E. Inquiries

All respondents are requested to review this request carefully and to submit any questions concerning this RFP, the City's requirements or its evaluation process to Jason Korneliussen at jpkorneliussen@cob.org. Questions should be received no later than five (5) calendar days prior to response submission deadline so that they can be addressed in a timely manner and to

ensure any necessary amendments can be published and distributed. No other City official, employee, or department is empowered to speak for the City with respect to this RFP.

Section 2 - Statement of Qualifications

A. Background Information

The most recent Point-in-Time Count and local service data demonstrate a sustained need for daytime services for individuals experiencing unsheltered homelessness in Bellingham and Whatcom County.

The City seeks to establish a permanent, year-round Community Day Center that provides:

- A safe, welcoming indoor space during daytime hours
- Restroom and hygiene access
- Access to food and basic needs
- Case management and housing navigation
- On-site service provider access
- Connection to Coordinated Entry
- Behavioral health referrals
- Harm reduction supports

The selected operator will propose an appropriate daily capacity based on facility size, staffing model, and best practice standards. Applicants should propose hours of operation that provide approximately eight hours of daily service. Respondents are asked to submit operational plans for both a five-day and a seven-day per week model, including any differences in staffing, programming, and budget between the two options. This will allow the City to evaluate the trade-offs and determine the operating schedule that best serves the community within available resources.

B. Expectations

The Operator will develop programming to operate a low-barrier Community Day Center in accordance with trauma-informed harm reduction principles. Applicants are encouraged to demonstrate their specific knowledge of these areas, and to include any additional issues/ideas that may be appropriate to successful completion of this project. The Day Center is expected to be operational by October, 2026.

At minimum, the Operator shall:

Core Operations

- Manage a safe, supervised indoor daytime space during established operating hours.
- Maintain clean, accessible restroom facilities.
- Provide basic needs access (water, light snacks, referral to food resources).
- Provide and/or coordinate on-site housing case management and navigation services.
- Coordinate access to medical, behavioral health, and Substance Use Disorder treatment.

- Participate in the Whatcom Homeless Service Center Coordinated Entry system.
- Utilize HMIS in compliance with state standards.
- Maintain daily attendance tracking and service utilization records.
- Maintain incident reporting and safety documentation protocols.
- Purchase and maintain required insurance.
- Provide and/or coordinate transportation to local emergency shelters and support referrals and connections to available shelter resources.

Trauma-Informed & Low-Barrier Approach

- Minimize barriers to entry (e.g., minimal sobriety and identification requirements).
- Implement de-escalation practices and staff trained in crisis response.
- Provide staff trained in trauma-informed care.
- Develop clear, fair, and transparent behavioral expectations.
- Use restorative and progressive engagement strategies rather than punitive exclusion wherever possible.

Broad Accessibility

- Demonstrate strategies to reduce racial disparities in service access and outcomes.
- Provide culturally responsive services.
- Ensure ADA accessibility.

Staffing

- Provide appropriate staffing ratios to ensure safety.
- Ensure trained staff are present during all operating hours.
- Maintain written safety, incident reporting, and grievance procedures.

Seasonal Overnight Shelter Component

An ideal Operator will demonstrate capacity to operate a seasonal overnight shelter at the same location. The proposal must include:

- Operational plan for either:
 - Full winter season (Dec–Feb), or
 - Temperature-activated model.
- Proposed nightly capacity.
- Staffing plan.
- Intake and guest policies.
- Coordination plan with existing shelters.
- Safety and behavioral management plan.

Reporting

- Submit monthly performance and financial reports.
- Track demographic data in HMIS.
- Track utilization rates and service connections.

Section 3 - Submission Instructions

A. Submission Format

The intent of this RFP is to obtain professional services from qualified operators who can meet all of the expectations outlined in Section 2B. Operators are asked to organize their qualification submittals in the manner specified below. Submittals must contain a cover letter as described in 3B and narrative response for 3C, 3D and 3E.

Submittals shall be limited to a maximum of ten 8.5" by 11" pages (10 single-sided or 5 double-sided pages), not including the cover page (limited to one page) and references. The minimum font size is 12 pt. Submittals over the maximum page size limit will not be considered.

Please format your narrative response in the order of the questions in Section 3C, 3D and 3E below. Responses should be clearly labeled, but you do not need to rewrite the questions. Complete and attach the required forms and additional documentation which can be found in Section 7.

B. Cover Letter (Attachment A)

Briefly describe your organization's understanding of the services to be performed and make a positive commitment to provide the services as specified.

Give the name of project manager, the name(s) of the person(s) who are authorized to make representations for your organization, their titles, address, e-mail address, and telephone numbers. The letter must be signed by an officer or other individual with authority to bind the organization.

C. Statement of Qualifications

Qualification submittals should contain a narrative that addresses all, but is not necessarily limited to, the following questions.

Experience: Describe your organization's experience in the following areas: administering services to individuals experiencing homelessness, providing case management, managing human services programs, monitoring and managing an indoor community milieu, tracking and reporting data, and any other experience you feel is relevant to this project.

Qualifications: Describe your organization's qualifications as they relate to operating a Day Center program. Do members of your project team have experience in delivering social services, and/or implementing Housing First and trauma-informed service models? Include any proposed partner organizations, team members' names, qualifications, certifications, etc. Include technical knowledge of both site set-up, operations, and human services.

Project Team: Show the organization of the proposed project team. Who will be providing oversight and management of this program, and what will their various roles be? Who will be present at the site managing operations on an on-going and continuous basis, including

recruiting and supervising volunteers? Provide their background and expertise related to their role and this program. Include any roles that you intend to recruit or hire, what the roles, responsibilities, and minimum qualifications will be.

Project Approach: Describe your organization's vision for the Day Center project and the specific approach you will use to achieve successful outcomes. Provide a statement of intent explaining why the organization is interested in the project. The Project Approach should address all of the following:

Service Philosophy: Explain how your organization implements trauma-informed care, harm reduction, and low-barrier access.

Client Access & Engagement: Describe intake process and how barriers are minimized.

Safety & Behavioral Expectations: Describe how safety will be maintained while preserving dignity and access.

Day Center Operations: Provide a clear operational model for day center operations, assuming a location with approximately 4,800 sq. feet of total space (estimated 3,000 sq. feet of open milieu space, plus offices, restrooms, storage, and small kitchen). Include proposed hours of operation, maximum guest capacity, and safe staffing ratio.

Seasonal Shelter Operations: Provide a clear operational model for one of the previously stated potential winter shelter approaches. If applicant is not willing or able to operate winter shelter component, be aware that City reserves the right to contract an outside operator for this service.

Community Engagement: Describe proactive neighborhood engagement and grievance resolution procedures. How will the Shelter Protection Zone be enforced?

Schedule & Management: Describe operator's availability to the City in terms of communication, conducting meetings and field work. Outline a project management schedule that shows how the project team will meet all expectations and requirements of this project, while meeting any other current commitments.

Community Engagement & Responsiveness: Explain how you would conduct outreach and notifications to the surrounding community and within the Day Center. Describe your communication and outreach strategy, to both the surrounding neighborhood and residents in the Day Center. This should include an initial notification process as well as opportunities for ongoing communication. Describe the grievance procedure for the Day Center program. The grievance procedure should outline the processes for guests and community members to submit and address concerns.

References: Provide a list of references (including contact name and telephone number) of at least two (2) references who can speak to complete or current projects within the last four (4) years of similar project. At least one should be a local government representative. Briefly describe each project and the role the operator played in the delivery of the project. The City reserves the right to contact references without prior notification.

D. Proposed Operating Budget

Respondents must include a proposed operating budget for the Community Day Center program. The budget should reflect the respondent's best estimate of the resources required to operate both the Day Center and the seasonal overnight shelter component safely, effectively, and in accordance with the expectations outlined in this RFP. Respondents should provide budget estimates for both the five-day and seven-day operational models described in section 2A.

At minimum, the proposed budget should include:

Personnel: Staffing positions and full-time equivalent (FTE) levels, estimated wages and benefits, management and supervisory staff costs, and seasonal overnight shelter staffing.

Operations: Day-to-day program operations, supplies and basic needs resources, cleaning and sanitation, food or light snack provisions, and any utilities or facility operating costs not covered by the City. For budgeting purposes, applicants should assume that the City will cover water, sewer, and electrical service. The operator should budget for garbage removal, internet service, and custodial services. The final allocation of utility and facility expenses will be determined during contract negotiations.

Program Services: Case management and housing navigation services, coordination with service providers, and behavioral health or medical partnerships, if applicable.

Administration: Administrative overhead, financial management and reporting, and insurance.

Seasonal Overnight Shelter Operations: Respondents must include a narrative estimating the range of costs associated with operating the seasonal overnight shelter component, including staffing, supplies, security measures (if applicable), and operational adjustments required to support overnight use.

Budget Narrative: Respondents must include a brief budget narrative explaining the key assumptions used in developing the proposed budget, including staffing levels and shift coverage, estimated daily capacity, operational hours, and assumptions related to the seasonal overnight shelter activation model.

Funding Sources: Because this program is anticipated to utilize braided funding sources, respondents should identify any anticipated funding that may support program operations, including but not limited to local government funding, state or federal grants, philanthropic funding, private donations, and in-kind contributions. Respondents should also demonstrate a willingness and capacity to pursue additional funding opportunities as they become available, including federal grant programs such as those administered by the U.S. Department of Housing and Urban Development (HUD). The ability to identify, apply for, and manage federal funding will be considered a strength in the evaluation process.

The City recognizes that final program budgets may be refined during contract negotiations following operator selection.

E. Site

Applicants should assume that the Community Day Center will be located in a City-owned facility and that the selected operator will enter into a lease or similar agreement with the City for use of the property. The City will retain ownership of the property and will enter into a License Agreement with the selected Operator. The License Agreement will outline the terms of facility use, maintenance, occupancy limits, and any other applicable operating requirements, all of which will be determined during contract negotiations.

F. Resources and Leveraging

The City has not yet allocated funding to the project. Funding could include construction, furnishings, equipment, permitting, design, operational staffing, and any other services, fees, and costs. Before seeking budget approval, the City will select and begin negotiations with a qualified operator. If negotiations are successful between operator and the City administration, budget approval will be sought. Contract execution is contingent upon Council approval.

Please describe the resources required from the City, and all other resources (including sources and amounts) anticipated to be requested and utilized for this project.

G. Submission Instructions

The City of Bellingham must receive complete submissions prior to the date and time specified in this RFP. Late or incomplete submissions will not be reviewed for consideration. All submissions must be plainly marked with the RFP name and the name of the submitter.

Applicants must ensure that submissions are received by the City of Bellingham by the deadline, in the correct format, regardless of the submission method selected. There are two options for submitting responses to this RFP:

Electronic Submittal:

Email to: jpkorneliussen@cob.org

Subject: RFP Response – Community Day Center

All documents must be attached to the email as a single pdf file.

US Mail:

City of Bellingham
Mayor's Office
Attn: Jason Korneliussen
221 Lottie Street
Bellingham, Washington 98225

Section 4 – Evaluation and Selection Process

A. Evaluation Criteria

The City intends to enter into a contract with the operator whose qualifications, in the opinion of the City, best meets all the below listed evaluation criteria (receives the highest evaluated score) as determined by a selection committee formed by the City.

Selection Criteria	Weight
Qualifications & Experience of the Agency <i>(operator’s qualifications, experience, character, and reputation, including primary and support staff)</i>	20 pts
Project Team & Staffing Model <i>(staffing plan proposed to operate the program, including leadership oversight, day-to-day facility management, case management capacity, and staffing coverage)</i>	20 pts
Project Approach & Service Model <i>(service philosophy, operational policies, guest engagement strategies, code of conduct, coordination with service providers, and alignment with best practice standards)</i>	20 pts
Seasonal Shelter Operational Plan <i>(feasibility and quality of the respondent’s proposed plan to operate the seasonal overnight shelter component)</i>	15pts
Proposed Budget & Financial Feasibility <i>(clarity and completeness of the proposed operating budget, responsible and realistic cost projections, and identification of leveraged or braided funding sources; preference will be given to budgets that reflect a thoughtful balance between program quality and fiscal responsibility)</i>	10 pts
Community Engagement & Responsiveness <i>(organization’s availability to the City and the community in terms of communication, communications plan, and providing timely response to community and residents’ concerns)</i>	10 pts
References <i>(references, past performance on projects of similar size and nature)</i>	5 pts
Total	100 pts

B. Evaluation Process

A selection committee of individuals representing the City and other agencies with experience in homeless services will evaluate the qualification submittals as submitted. The City reserves the right to award a contract solely on the written qualification submittal.

The City also reserves the right to request oral interviews and/or site visits with the highest ranked organizations. The purpose of the interviews and/or site visits is to allow the operator to expand upon the written responses. The same evaluation criteria will be used for the interviews. The final selection will be based on the total of all evaluators' scores. The highest ranked operator(s) after scoring may be invited to enter final negotiations with the City for purposes of contract award.

The City has final decision-making authority and reserves the right to reject any and all proposals, and/or to withdraw or subsequently modify or review the terms contained within this RFP. Contracts are subject to negotiation between parties and budget authority from the City Council. By issuing this RFP, the City does not guarantee that funding will be available or that a permit will be issued.

C. Selection Process

The organization with the highest total evaluation points may be invited to enter into contract negotiation with the City. If an agreement cannot be reached, the second highest ranked submitter may be contacted for negotiations. Upon approval by the City Council, the successful applicant and the City will begin the permitting process and contract execution. If the parties are not able to agree upon and execute an agreement within 60 calendar days, the City reserves the right to select an alternate provider or no provider at all.

Section 5 - Rules Governing Competition

A. Preparation Costs

The City of Bellingham shall not be responsible for qualification submittal preparation costs, including oral interviews (if held). By submitting a submittal of qualifications each potential operator agrees to be bound in this respect and waives all claims to such costs and fees.

B. Examination of Request for Qualifications

Operators should carefully examine the entire RFP and any addenda thereto and all related materials and data referenced in the RFP. Operators should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

C. Acceptance Period

Award of this RFP is anticipated to be announced within 30 calendar days from submission due date, although all offers must be complete and irrevocable for 90 calendar days following the submission date.

D. Signature Requirements

All qualification submittals must be signed. The operator must ensure its submittal includes a letter, or statement(s), substantially similar in content to the sample proposal cover letter provided in Attachment A, signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the response.

The name of the individual(s) signing the qualification submittal must be clearly shown immediately below the signature. Please ensure organization's name, address, telephone and facsimile numbers, main point of contact and the e-mail address for the main point of contact for the project are included.

E. Disposition of Qualification Submittals

All materials submitted in response to this RFP will become the property of the City of Bellingham. The City, at its discretion, may make additional copies of the submittal for evaluation only. One copy shall be retained by the City for the official files and will become part of the public record after award of the contract.

F. Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-qualification submittal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to qualification submittal documents are deemed necessary by the City.

G. Modification/Withdrawal of Qualification Submittals

A respondent may withdraw a qualification submittal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new qualification submittal prior to the final submission date or submit written modification or addition to a qualification submittal prior to the final submission date. Modifications offered in any other manner, oral, or written will not be considered. A final qualification submittal cannot be changed or withdrawn after the final submission date, except for modifications requested by the City after the date of receipt and following oral presentations.

H. Late Submissions

Qualification submittals not received prior to the time specified in this RFP will not be considered.

I. Rejection of Submittals

The City reserves the right to reject any or all submittals and to waive irregularities and information in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by firms in the preparation and submission of the submittals. Furthermore, this RFP does not obligate the City to accept or contract for any express or implied services.

Section 6 – Terms and Conditions

A. Equal Opportunity Employment

The successful operator(s) must comply with the City of Bellingham equal opportunity requirements. The City of Bellingham is committed to a program of equal employment opportunity regardless of race, color, creed, religion, gender, age, national origin, pregnancy, genetic information, marital status, sexual orientation (including gender identity), or the presence of any sensory, physical or mental disabilities.

The City of Bellingham is also committed to complying with Title VI of the Civil Rights Act of 1964, that provides “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.”

B. Americans with Disabilities Act (ADA) Information

The City of Bellingham in accordance with Section 504 of Rehabilitation Act (Section 504) and the Americans with Disability Act (ADA), commits to non-discrimination on the basis of disability, in all of its programs and activities.

C. Insurance Requirements

The successful operator(s) will be required to maintain insurance of a type and amount determined by the City. The successful operator can expect required insurance coverage to include, without limitation, liability (likely in the amount of \$5,000,000), as well as automobile and Worker’s Compensation. If the operation is sited on City property, additional coverage, such as property and pollution liability insurance will likely be required. The successful operator will be required to name the City as an additional insured and/or loss payee on such policies and provide the City with endorsements regarding the primary and non-contributory nature of the coverage as well as a waiver of subrogation endorsement.

D. Indemnification

The operator(s) will be required to provide an indemnification and defense of the City from all claims related to the operation of the facility in a form acceptable to the City.

E. Business License and SAM registration

The operator(s) awarded a contract will be required to obtain and maintain a City of Bellingham Business License. Instructions can be found at:

<https://www.cob.org/services/business/pages/business-registration.aspx>. The operator(s)

awarded a contract will also be required to register for the federal System of Award Management (SAM) and maintain active registration. Instructions can be found at:

<http://www.sam.gov>.

F. Non-Collusion

Submittal and signature of a submittal swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the operator has not induced others to submit a sham offer, or to refrain from proposing.

G. Compliance with Laws and Regulations

At the City's discretion, funding awarded may be federal Community Development Block Grant (CDBG) or other local, state, or federal funds. In addition to non-discrimination and affirmative action compliance requirements previously listed, the operator ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinance relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employer safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

H. Ownership of Documents

Any reports, studies or summaries prepared by the operator shall become the property of the City.

I. Confidentiality of Information

All information and data furnished to the operator by the City, and all other documents to which the operator's employees have access during the term of the contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

J. Public Records

Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP becomes a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempt from public disclosure by a specific provision of the law. If the City receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the City (by U.S. mail or email if person has provided an email address) and upon the written request of such person, received by the City within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The City assumes no contractual obligations to enforce any exemption.

K. Faith Based Organizations

Operators that are religious or faith-based are eligible, on the same basis as any other operator, to respond to this RFP, however, operators may not engage in explicitly religious activities, such as worship, religious instruction, or proselytization, as a part of the programs or services funded by the City. If the operator conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded by the City, and participation must be voluntary for the beneficiaries of the City-funded programs or services. An operator receiving City funding shall not, in providing the service, discriminate on the basis of religion or religious belief. A religious operator's exemption from the federal prohibition on employment discrimination on the basis of religion, set forth in section 702(a) of the Civil Rights Act of 1964 is

not forfeited when the operator receives City funding. Notwithstanding the foregoing, non-discrimination requirements imposed by statute on all City grantees shall apply to religious and faith-based operators.

L. Child Safety Policy

Operators providing services that benefit or interact with children or youth (age 17 or below) are required to have an adult, youth, and child safety policy in place prior to contract execution that is in compliance with national standards.

M. Records Retention

The operator(s) awarded a contract shall maintain all records that are pertinent to the activities funded by the City, including descriptions of activities undertaken, resident eligibility, records related to property improvement, records documenting compliance with RFP and contract components, financial records, and other general operational records.

N. Debarment and Suspension

The operator(s) awarded a contract will be required to certify that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency; nor will it knowingly enter into any transaction or partnership with any individuals and/or entities who are debarred, suspended, declared ineligible, or voluntarily excluded from participation in the same.

Section 7 – Attachments

ATTACHMENT A

Sample Proposal Cover Letter

Letterhead or proponent's name and address

Date

Subject: Community Day Center Proposal

The enclosed is submitted in response to the above-referenced Request for Proposals (RFP). Through submission of this proposal, we agree to all the terms and conditions of the RFP.

We have carefully read and examined the Request for Proposals and have conducted such other investigations as were prudent and reasonable in preparing this submittal. We agree to be bound by statements and representations made in this proposal and to any agreement resulting from the proposal.

Yours truly,

Signature

Name: _____
Type or print

Title: _____

Legal name of proponent: _____

Date: _____