



2026-004-Homeless-LBFS
LOW BARRIER FAMILY SHELTER

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

RELEASE DATE: August 19, 2026

DEADLINE FOR QUESTIONS: September 9, 2026

RESPONSE DEADLINE: September 16, 2026, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

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

Pierce County
REQUEST FOR PROPOSAL
Low Barrier Family Shelter

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A - SAMPLE: Client Services Agreement

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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 (hereafter referred to as “the County”) is seeking proposals to provide low-barrier emergency shelter for families with minor children experiencing homelessness. Funding will support emergency shelter operations, including congregate, non-congregate, and hotel/motel shelter models, as well as housing assistance designed to help families quickly exit shelter and return to permanent housing.

Approximately \$2.5 million is available for this procurement. At this time, the County anticipates allocating approximately \$1.25 million for shelter operations and approximately \$1.25 million for housing assistance to rapidly exit families from shelter and decrease barriers to permanent housing solutions.

Projects must serve households with minor children who meet the U.S. Department of Housing and Urban Development (HUD) definition of experiencing homelessness. The County is particularly interested in proposals that expand family shelter capacity in geographically underserved areas of Pierce County, especially outside the City of Tacoma.

Funded providers will be required to coordinate with the Shelter Access Hub, connect shelter participants to Coordinated Entry, participate in the annual Point-in-Time Count, and coordinate with Pierce County Human Services during inclement weather activations.

This funding opportunity supports Pierce County's efforts to ensure that families experiencing homelessness have immediate access to shelter and pathways to permanent housing.

1.3. Background

In July 2026, Pierce County updated its Comprehensive Plan to End Homelessness, ([Pierce County 2025-2030 Comprehensive Plan to End Homelessness](#)), which documents the scale of homelessness in the county and establishes a framework for creating a homeless response system capable of achieving functional zero. Functional zero is defined as a state in which any person experiencing a new episode of homelessness has immediate access to shelter and an appropriate permanent housing intervention.

The CPEH outlines eight goals:

1. Promote an equitable, accountable, and transparent homeless crisis response system.

2. Prioritize assistance based on the greatest barriers to housing stability and the greatest risk of harm while ensuring interventions are effective for all populations.
3. Prevent homelessness whenever possible.
4. Ensure adjacent systems address the needs of people experiencing homelessness or at risk of homelessness.
5. **Meet the immediate needs of people experiencing homelessness.**
6. Expand the permanent housing system to meet community need.
7. Strengthen the homeless services workforce.
8. Seek to house everyone in a stable setting that meets their needs.

This funding opportunity directly supports Goal 5.

1.4. Objective/Scope of Work

1.4.1. *Description of Solicited Services*

Funded agencies shall provide low-barrier emergency shelter and housing-focused services to families with minor children experiencing homelessness or fleeing domestic violence as defined by the U.S. Department of Housing and Urban Development (HUD) and as further described in Section 1.4.3.

At a minimum, funded providers shall:

- A. **Provide Emergency Shelter.** Operate low-barrier emergency shelter for families with minor children through congregate, non-congregate, hotel/motel, or other approved shelter models. Shelter shall provide a safe and stable environment that meets the immediate needs of families experiencing homelessness.
- B. **Meet Basic Needs.** Ensure participants have access to basic necessities, including food, hygiene facilities, clothing, laundry, and other essential resources necessary to support health, safety, and well-being.
- C. **Conduct Intake and Assessment.** Complete eligibility verification, intake, needs assessments, and service planning for all enrolled households. Providers shall assess barriers to housing stability and develop individualized plans that support rapid exits from shelter.
- D. **Provide Housing-Focused Case Management.** Deliver case management services that focus on helping families obtain and maintain permanent housing as quickly as possible. Services may include housing stability planning, housing search assistance, landlord engagement and negotiation (with referrals to Landlord Tenant Partnership Program, as necessary), addressing rental barriers, and coordination with housing programs and community resources.
- E. **Provide Housing Assistance.** Utilize available housing assistance funds to support rapid exits from shelter and housing stability. Eligible activities may include rental assistance, security

deposits, utility assistance, application fees, transportation assistance, and other housing-related expenses necessary to obtain or maintain permanent housing, subject to County approval and funding requirements. When a family is enrolled in a shelter, the shelter will provide housing search and financial assistance and will coordinate with Landlord Tenant Partnership Program as needed.

- F. **Connect Families to Mainstream Benefits and Community Resources.** Assist participants in obtaining identification, income, benefits, and services, including but not limited to SNAP, TANF, Medicaid, childcare resources, employment services, educational supports, legal assistance, and other resources that promote long-term housing stability.
- G. **Coordinate with the Homeless Response System.** Coordinate with the Shelter Access Hub to maintain an accurate list of available shelter beds and/or units. Ensure participants are connected to Coordinated Entry, either directly through shelter staff or through partnership with funded Coordinated Entry providers to ensure CE assessments are completed. Providers shall actively participate in system coordination efforts designed to improve access to shelter and housing resources. When a family is enrolled in shelter, the shelter will exit the family from any CE project or system navigation in an effort to reduce duplication of services.
- H. **Support Family Stability and Well-Being.** Assist families in accessing services that support household stability, including childcare, school enrollment and transportation, behavioral health services, domestic violence advocacy, health care, and other supports appropriate to the needs of the household.

1.4.2. Program Requirements

In addition to the requirements described above, all projects funded through this RFP must meet the following contractual obligations:

- Operate programs using a low-barrier, Housing First, and family-centered approach.
- Coordinate with Pierce County Human Services during Inclement Weather activations. Providers funded under designated Inclement Weather shelter programs may be required to make shelter space available during activations.
- Participate in the annual Point-in-Time (PIT) Count and other required data collection activities.
- Enter participant data into HMIS, or a comparable database when permitted, and submit required program and expenditure reports.

1.4.3. Homeless Households Served

Funded projects must provide low-barrier emergency shelter and housing-focused services to households with minor children who meet one of the two following categories of the HUD homeless definition:

- **Literally Homeless:** The household with a minor child lacks a fixed, regular and adequate night-time residence and:
 - Has a primary residence that is a public or private place not meant for human habitation; or
 - Is exiting an institution after residing there for 90 days or less and resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
- **Fleeing/Attempting to Flee Domestic Violence:** The household with a minor child:
 - Is fleeing, or attempting to flee, domestic violence to include dating violence, sexual assault, stalking, and other dangerous or life-threatening conditions that relate to violence against the individual or family member that either takes place in, or the household is afraid to return to, their primary nighttime residence (including human trafficking); and
 - Has no other residence; and
 - Lacks the resources or support networks to obtain other permanent housing.

The County reserves the right to establish or alter participant eligibility criteria. The funded provider shall serve eligible participants only.

1.4.4. Associated Costs

Eligible Costs

Funds awarded through this solicitation may be used for reasonable and necessary costs directly related to operating family emergency shelter programs and helping families quickly obtain or maintain permanent housing, including:

Shelter Operations

- Personnel costs, including salaries, wages, payroll taxes, and benefits for staff directly supporting shelter operations.
- Shelter operations and program supplies.
- Food and basic needs assistance for shelter participants.
- Transportation assistance.
- Security services.
- Facility lease, rent, utilities, and maintenance costs.
- Hotel/motel placements.
- Day center operations.
- HMIS participation and data collection activities.

- Staff training related to program delivery and safety.

Housing Assistance

- Rental assistance and Security deposits.
- Utility deposits and utility arrears when they pose a barrier to obtaining utilities.
- Application fees and screening fees.
- Moving expenses.
- Transportation assistance related to obtaining or maintaining housing.
- Households who have high barriers to housing in the form of rental arrears are also required to seek services through the Landlord Tenant Partnership Program to make the best use of limited resources.
- Other housing-related costs approved by the County that directly support a household's transition from shelter to permanent housing.
- Limited childcare and other family stabilization expenses that directly support a household's ability to obtain, maintain, or retain permanent housing, including but not limited to childcare, school-related costs, and other expenses approved by the County.

Administrative Expenses

Administrative expenses are limited to no more than 15% of the total direct program costs. Applicants must ensure that their proposed budgets reflect this cap on administrative spending.

Ineligible Costs

Funds awarded through this solicitation may not be used for:

- Capital projects or capital improvements.
- Property acquisition.
- New construction.
- Major renovations or facility expansion.
- Mortgage payments.
- Costs unrelated to shelter operations or housing stability.
- Direct financial assistance not tied to obtaining or maintaining housing.
- Expenses incurred outside the contract period.
- Any costs prohibited by applicable federal, state, or local funding requirements.

1.4.5. Outcomes or Performance Measures

Pierce County is moving to Performance Based Contracting, in alignment with Washington State Department of Commerce and U.S. Housing and Urban Development. Performance Based Contracting allows funds to be utilized more strategically to meet the needs of the community and to drive continuous process improvement with all outcomes.

All funded projects are expected to meet or exceed the performance targets outlined below. The County will provide or publish monthly performance scorecards showing each project's progress toward established measures. Projects will be formally reviewed at six-month intervals, beginning on the contract start date, to evaluate both performance outcomes and spending. Funding may be reallocated from lower-performing projects to projects demonstrating strong performance, effective service delivery, and timely expenditure of funds.

As part of Pierce County's transition to a performance-based contracting model, all County-funded homeless service contracts will now be evaluated based on two key components determined by the priorities of Pierce County:

- Expenditure of Funds – 60% of total award
- Progress Toward Performance Benchmarks – 40% of total award

Projects that do not have qualifying data in HMIS (and therefore do not have data for a baseline performance) shall use the average performance of all similar projects as its baseline, until a unique baseline performance can be determined. For example, the average performance for each metric across all Prevention projects shall serve as the baseline for projects without qualifying data.

Performance targets are based on system-wide historical data and desired outcomes. If a project does not meet an established performance target, the project will be expected to meet the applicable growth benchmark. Growth benchmarks represent the required percentage increase from the provider's most recent performance result for that measure and are intended to demonstrate incremental progress toward achieving the target. These benchmarks are designed to support continuous improvement and ensure all projects are making measurable progress toward stronger system performance and improved outcomes for households experiencing homelessness.

In alignment with the Greater Pierce County Continuum of Care, the County adopted the following performance targets and growth benchmarks for the resultant contracts:

Performance Measure	Target	Growth Benchmark
Coordinated Entry	95%	6%
Average Length of Stay in Project	45 Days	17 Days

Bed Utilization	80%	8%
Increase Income	30%	2%
Exits to Permanent Housing	50%	6%
HMIS Data Quality	95%	2%
HMIS Timeliness	95%	8%
Grant Spending Timeliness	100%	100%

Corrective Action Plans

The County will review project performance against the contracted Statement of Work every six (6) months. If a contractor does not meet established performance targets or applicable growth benchmarks, the County may require the provider to develop and implement a Corrective Action Plan (CAP). The CAP must be submitted to the County within 30 calendar days of notification and must clearly outline the specific actions, timelines, and strategies the provider will use to bring performance into compliance. Depending on the nature and severity of the performance concerns, the County may extend or shorten the timeframe for corrective action.

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 on or around April 1, 2027, and end on June 30, 2028. Contracts may be renewed annually at the sole discretion of the County for up to three (3) additional one-year periods, not to exceed a total contract duration of five (5) years.

1.5.2. Value

The anticipated value of this procurement is approximately \$2.5 million in funding. The County anticipates awarding multiple contracts from this procurement. The County may award all, some, or none of the available funding based on the proposals received that, in the opinion of the County, is in the best interest of the County.

The total funding available under this Request for Proposals (RFP) is limited and may be distributed among multiple providers. Applicants should request funding that reflects the scope of services they propose to provide. The County may adjust award amounts, budgets, or service expectations based on the proposal received that, in the opinion of the County, is in the best interests of the County.

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.

Any contract awarded as a result of this procurement is contingent upon the availability of funding. If funding is withdrawn, reduced, suspended, reallocated, or otherwise modified after contract execution, Pierce County may amend, renegotiate, withdraw funding from, or terminate the contract as necessary to reflect the available funding and applicable funding requirements and conditions.

1.6. Definitions

- A. "Apparently Successful Proposer" means a proposer selected as an entity to perform the anticipated services, subject to completion of contract negotiations and execution of a written contract.
- B. "Applicant," "Bidder," and "Proposer" mean an organization, agency or provider that submits a formal response to this procurement.
- C. "Application," "Bid," or "Proposal" mean a formal response to this solicitation.
- D. "By-and-for organizations" means community-based, non-profit entities operated BY and FOR the specific marginalized community they serve. Their primary mission is serving a specific population, with leadership and control held by members of that same community.
- E. "CFR" means Code of Federal Regulations.
- F. "Client," "Participant," "Household," or "Member" means an individual (or individuals) who receives services, or is eligible to receive services, under this procurement.
- G. "Contractor," "Provider," and "Agency" means an individual or organization whose proposal has been accepted by the County and has been awarded a fully executed, written contract.
- H. "Coordinated Entry" is a centralized or coordinated assessment system that is designed to ensure that all people experiencing homelessness have a fair and equal access to housing solutions and services. Coordinated Entry makes referrals to a variety of housing resources and solutions. CE certification is obtained by completing the following steps:
 - 1. Creative Conversation Training: complete a full Creative Conversation Training
 - 2. Conversation Observation: observe experience CE specialist.
 - 3. Forms & Data: learn HMIS entry and required paperwork.
 - 4. Mock Conversations: Role-playing scenarios.
 - 5. Conversation Shadows: Perform conversations while being shadowed by a CE Specialist or CE coach.
- I. "Family" means households with at least one minor child.

- J. "Minor Child" means an individual that is less than 18 years of age.
 - K. "PCHS" means the Pierce County Human Services Department.
 - L. "Procurement" means the process by which the County obtains services.
 - M. "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.
 - N. "RCW" means Revised Code of Washington.
 - O. "Underserved areas" are locations with limited existing outreach coverage, geographic barriers, transportation limitations, or reduced access to homeless services.
 - P. "WAC" means Washington Administrative Code.
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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

Phone: (253) 798-3693

Department:

Procurement and Contract Services

Until the County has completed the evaluation process and issued notices to Proposers, the following communication restrictions apply to this RFP:

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

2.2. Timeline

Proposal Release Date:	August 19, 2026
Pre-Proposal Meeting (Non-Mandatory):	August 26, 2026, 9:30am Join Zoom Meeting https://piercecounitywa.zoom.us/j/97111140011
Question Submission & Concern Resolution Request Deadline:	September 9, 2026, 2:00pm
Proposal Submission Deadline:	September 16, 2026, 2:00pm
Evaluation Process Completion:	November 2026
Estimated Date of Notice to Proposer(s):	December 11, 2026

Deadline to Request a Debriefing:	December 18
Hold Debriefing Conferences:	December 18-21
Estimated Date of Contract Execution:	April 1, 2027

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. Pre-Proposal Meeting

A virtual or in-person Procurement Workshop will be conducted by Pierce County staff at the time, date, and location as indicated in the Procurement Schedule section of this RFP.

Pre-proposal meeting attendance is not required but is highly encouraged for all organizations considering a response to this solicitation. It is the County's belief that attending the meeting will assist proposers in presenting the best possible request for funding. During the Pre-Proposal Meeting Workshop, Pierce County staff will give an overview of the procurement, the procurement process, an overview of the requirements, and will also be available to answer questions and provide technical assistance. Please have the instruction/proposal packet available as well as any questions that the organization may have related to the procurement. The County will be bound only to written answers provided in response to questions. Questions arising during the Procurement Workshop will be documented and answered in the eProcurement Portal.

2.6. Submission of Proposals

2.6.1. *Deadline*

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

2.6.2. *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."

2.6.3. 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.
 - Data NOT in HMIS (*if applicable*) (Question 5.1.9)
 - Budget Worksheet (Question 6.1)

2.6.4. Additional Resources Helps

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](#)

2.6.5. Technical Assistance

Technical Assistance (TA) is available for this procurement for qualified small organizations. A small organization, for these purposes, is defined as having less than 20 Full-Time Equivalent (FTE) staff and an operating budget less than \$4 million in the fiscal year prior to applying. Interested organizations will need to fill out the [attestation form here](#) and Human Services staff will reach out shortly thereafter with instructions and next steps in selecting a TA provider. Please note that TA may be subject to funding availability and not all requests may be able to be funded.

2.6.6. 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.

2.6.7. 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.*

2.6.8. 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.

2.6.9. County Property

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

2.7. 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.

2.8. 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.

2.9. 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.

2.10. 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.

2.11. 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.

2.12. No Obligation to Contract

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

2.13. 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.

2.14. 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.

2.15. 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.

2.16. 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.

2.17. 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. *Ownership Type**

Must choose at least two (2) answers: Profit status (1 or 2) and organizational structure (3, 4, 5, or 6).

Select all that apply

- ☐ 1. For Profit
- ☐ 2. Non Profit
- ☐ 3. Sole Proprietorship
- ☐ 4. Corporation/LLC/Partnership

☐ 5. City/County/State

☐ 6. Tribal Organization

*Response required

2.5. *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*

3.1. *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

3.2. *Unique Entity Identification (UEI) Number*

An organization must have, at the time of submission, an active UEI number when the funding for the procurement is identified as federal. Please list your UEI as issued by Sam.gov.

Funding may or may not create a subrecipient relationship between the organization and the County.

WARNING: Failure to provide a valid and active UEI number may result in the disqualification of the application from further consideration.

4. *Scored Proposal Questions (100 Points)*

4.1. *Describe the family shelter program you are proposing. (20 Points)**

Provide the following information:

- A. Describe the shelter model you will operate (congregate, non-congregate, hotel/motel, day center, or a combination).
- B. Describe the location of the program and the geographic area to be served.
- C. Describe the number of families, units, beds, or shelter spaces that will be available.
- D. Describe the staffing model, hours of operation, and supervision provided.
- E. Describe how the program will provide a safe, low-barrier, and family-centered environment.

*Response required

4.2. *Describe how families will move from shelter to permanent housing. (15 Points)**

Provide the following information:

- A. Describe the housing-focused case management approach.
- B. Describe how staff will help families identify and obtain permanent housing.
- C. Describe how housing assistance funds will be used.
- D. Describe how staff will address common housing barriers.
- E. What outcomes do you expect to achieve related to housing placement, housing retention, and length of stay?

*Response required

4.3. *Describe how your program will support family stability and child well-being. (15 Points)**

Provide the following information:

- A. Describe how the program will support children and youth while families are in shelter.
- B. Describe how the program will support school enrollment, attendance, and educational stability.
- C. Describe how families will access childcare, healthcare, behavioral health, domestic violence services, and other community resources.
- D. Describe how the program will help families increase income, access benefits, and improve long-term housing stability.
- E. Describe how services will be tailored to the needs of diverse families.

*Response required

4.4. *Describe the need for this program and the population you will serve. (10 Points)**

Provide the following information:

- A. Describe the families and communities you intend to serve, including the geographic area to be served.
- B. Describe the unmet need for family shelter and housing assistance within the proposed service area.
- C. Describe barriers families face when accessing shelter, housing, and supportive services.
- D. Describe how this program will improve access to shelter and housing resources.
- E. Describe the impact you expect the program to have on the community.

*Response required

4.5. *Describe how your program will coordinate with the homeless response system and community partners. (10 Points)**

Provide the following information:

- A. Describe how participants will be connected to Coordinated Entry.

- B. Describe how the program will coordinate with the Shelter Access Hub.
- C. Describe how the program will participate in HMIS, PIT Count activities, and other system requirements.
- D. Describe partnerships that will support housing outcomes and family stability.
- E. Describe how the program will coordinate with Pierce County during Inclement Weather activations.

*Response required

4.6. *Describe your organization's experience and ability to operate this program. (10 Points)**

Provide the following information:

- A. Describe your experience operating shelter, housing, or family-serving programs.
- B. Describe your experience serving families experiencing homelessness.
- C. Describe the qualifications of key staff responsible for program implementation.
- D. Describe your experience administering public funds and meeting reporting requirements.
- E. Describe your organization's capacity to begin or expand services within the proposed timeline.

*Response required

4.7. *Describe how the proposed budget will support successful program outcomes. (10 Points)**

Provide the following information:

- A. Describe how requested funds will be allocated across shelter operations and housing assistance.
- B. Describe the major budget categories and planned expenditures.
- C. Describe how the proposed budget is cost-effective.

*Response required

5. *Data in HMIS. (10 Points)*

5.1. *Does the project have data in HMIS for which it currently receives a performance scorecard from the County? **

- ☐ Yes
- ☐ No

*Response required

When equals "Yes"

5.1.1. *Average Time in Project – Goal 45 days**

Based on your most recent score card, please provide your current performance (i.e., X%) and provide a narrative to explain the performance.

***Response required**

When equals "Yes"

5.1.2. *Bed Utilization - Goal 80%**

Based on your most recent score card, please provide your current performance (i.e., X%) and provide a narrative to explain the performance.

***Response required**

When equals "Yes"

5.1.3. *Coordinated Entry Connection - Goal 95%**

Based on your most recent score card, please provide your current performance (i.e., X%) and provide a narrative to explain the performance.

***Response required**

When equals "Yes"

5.1.4. *Exits to Permanent Housing - Goal 50%**

Based on your most recent score card, please provide your current performance (i.e., X%) and provide a narrative to explain the performance.

***Response required**

When equals "Yes"

5.1.5. *HMIS Data Quality Performance Measure - Goal 95%**

Based on your most recent score card, please provide your current performance (i.e., X%) and provide a narrative to explain the performance.

***Response required**

When equals "Yes"

5.1.6. *HMIS Timeliness Performance Measure- Goal 95%**

Based on your most recent score card, please provide your current performance (i.e., X%) and provide a narrative to explain the performance.

***Response required**

When equals "Yes"

5.1.7. *Grant Spending Timeliness Performance Measure (All project types) - Goal 100%**

Please email PCCCHMLInv@piercecountywa.gov, **no later than September 2, 2026, at 2:00pm**, with **Subject line: LOW BARRIER FAMILY SHELTER**, to request your spending timeliness. Please provide the project name for which you are requesting spenddown in the body of the email. PCHS staff will respond to your email with data percentage (i.e., X%).

Provide a narrative to explain the performance.

***Response required**

When equals "No"

5.1.8. *Data NOT in HMIS**

Does the organization have data on the required project performance measures for the most recent 12-month period that is NOT in HMIS?

- ☐ Yes
☐ No

***Response required**

When equals "No"

5.1.9. *Data NOT in HMIS Upload (if applicable)*

If you answered "yes" to **Question 5.1.8** above, please upload any project data demonstrating the required Performance Measures not in HMIS for the most recent 12-month period.

When equals "No"

5.1.10. *No Project Data**

If your project does not have any data (in HMIS or elsewhere), please provide a narrative description for how you will reach these goals. Otherwise, please indicate N/A.

***Response required**

6. *Budget (Not Scored)*

6.1. *Budget Worksheet**

Please download the below documents, complete, and upload.

- [Budget Worksheet Low Barrie...](#)

***Response required**

4. Evaluation and Scoring

4.1. Evaluation Process

All proposals will be reviewed for compliance with the Threshold Review questions. Proposals that meet the Threshold Review as identified in Section 3 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 and other individuals with relevant expertise in the subject matter of this procurement will review and score all proposals based on the requirements and content of this RFP.

Department Director Review (50 Points Total)

Following completion of the Application Evaluation Committee (AEC) review and scoring, the Human Services Director or designee will conduct a second-level review to evaluate proposals against County strategic priorities. Director Review scores will be based on:

- **Prior Performance (10 Points)**
Demonstrated performance on current or previous Pierce County contracts, including contract compliance, timely reporting, expenditure rates, monitoring results, achievement of program outcomes, and performance against applicable County scorecards, benchmarks, and performance measures.
- **Priority Locations (15 Points)**
The extent to which the proposal expands family shelter capacity in geographically underserved areas of Pierce County. Funding is prioritized to expand shelter capacity outside the City of Tacoma, particularly in Lakewood, Spanaway/Parkland, and other South County communities, as well as Puyallup, South Hill, Bonney Lake, Sumner, and surrounding East County areas. Proposals that increase access to family shelter in these or other underserved areas will receive higher scores.
- **Geographic Distribution of Services (25 Points)**
The extent to which the proposal contributes to an equitable distribution of family shelter resources across Pierce County and advances County goals related to equal opportunity and geographic access to services.

The Director will combine the Director Review score with the AEC score and develop funding recommendations for consideration by the County Executive. The County Executive may approve or modify the recommended funding amounts but will not modify the final proposal rankings or make funding recommendations that are inconsistent with those rankings.

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

Point Available - Department Director Review: 50

Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Question 4.1	Points Based	20 (20% of Total)
2.	Question 4.2	Points Based	15 (15% of Total)
3.	Question 4.3	Points Based	15 (15% of Total)
4.	Question 4.4	Points Based	10 (10% of Total)
5.	Question 4.5	Points Based	10 (10% of Total)
6.	Question 4.6	Points Based	10 (10% of Total)
7.	Question 4.7	Points Based	10 (10% of Total)
8.	Question 4.8	Points Based	10 (10% of Total)

Department Review

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Prior Performance Demonstrated performance on current or previous Pierce County contracts, including contract compliance, timely reporting, expenditure rates, monitoring results, achievement of program outcomes, and performance against applicable County scorecards, benchmarks, and performance measures. If the proposer has no prior Pierce County contract history, evaluators will assign the midpoint score for this criterion.	Points Based	10 <i>(20% of Total)</i>
2.	Priority Locations The extent to which the proposal expands family shelter capacity in geographically underserved areas of Pierce County. Funding is prioritized to expand shelter capacity outside the City of Tacoma, particularly in Lakewood, Spanaway/Parkland, and other South County communities, as well as Puyallup, South Hill, Bonney Lake, Sumner, and surrounding East County areas. Proposals that increase access to family shelter in these or other underserved areas will receive higher scores.	Points Based	15 <i>(30% of Total)</i>
3.	Geographic Distribution of Services The extent to which the proposal contributes to an equitable distribution of family shelter resources across Pierce County and advances County goals related to equal opportunity and geographic access to services	Points Based	25 <i>(50% 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@piercecountywa.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.