

Dear Valued Partners,

Just a reminder that the deadline to submit applications for the [Gender Based Violence RFP](#) is rapidly approaching. **Completed application packets are due by 12:00 p.m. on Monday, August 8th, 2022.** Proposals must be submitted through the HSD Online Submission System or via email. No hand delivered, faxed, or mailed proposals will be accepted. Allow ample time for uploading and confirmation receipt.

1. Via HSD Online Submission System (<http://web6.seattle.gov/hsd/rfi/index.aspx>)

HSD advises uploading proposal documents several hours prior to the deadline in case you encounter an issue with your internet connectivity. HSD is not responsible for ensuring that applications are received by the deadline. If you encounter issues with the online submission system, please email Sola Plumacher at sola.plumacher@seattle.gov.

2. Via Email (HSD_RFP_RFQ_Email_Submissions@seattle.gov)

Email attachments are limited to 30 MB. The subject heading must be titled: **2022 Gender-Based Violence Services RFP**. Any risks associated with submitting a proposal by email are borne by the applicant. Applicants will receive an email acknowledging receipt of their application.

Agencies still have a few days to take advantage of technical assistance (TA). TA will be provided through this Friday, August 5, 2022. You can [schedule an appointment](#) or reach out to our TA provider, Tara James at Forge and Bloom, via email (tara@forgeandbloom.co) or phone at (206) 709-9332.

TOP QUESTION

One question has dominated the TA requests received to date. You can find this and other questions on the [regularly updated Q&A](#) posted online.

Q. Do I need to submit separate applications for each strategy I am applying for?

A. No. Please submit one application for your organization, checking the box for each strategy for which you are applying. For the attachments, you will need to upload:

- **one set** of supporting documents for the organization including one (1) Application Cover Sheet, one (1) Core Agency Focused Narrative, and one (1) set of administrative documents/attachments (board minutes, etc.).
- **one set** of supporting documents for **each service strategy**, including narratives and related Budgets.

Separate budget worksheets **must** be submitted for each service strategy. Please make sure that you **do not create a single agency budget**.

We look forward to reading your applications!



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****Working remotely: Tuesday -Friday / In Office Mondays***