



City of Seattle

Jenny A. Durkan, Mayor

Human Services Department

Catherine Lester, Director

February 1, 2018

To All Interested Parties:

I am pleased to issue a non-competitive Request for Qualification (RFQ) for Legal Services. The purpose of this RFQ is to establish a roster of parties qualified to provide Legal Services to older adults in King County. Information contained in the RFQ will serve as the basis for more detailed specifications and requirements of a competitive Request for Proposal (RFP). Only those parties who respond to the RFQ, and are found to be pre-qualified through this process, are eligible to apply to a future Legal Services RFP.

Legal Services funding is available from Title III-B of the Older Americans Act. Projected allocation for Legal Services is approximately \$191,232 for calendar year 2019. Applicants should be aware that funding levels may change.

The Legal Services RFQ Guidelines and Application documents define investment results, requirements, and the process for application submission and selection. Please visit our website to view additional resources specific to the Legal Services RFQ.

This RFQ is an open process. Completed application packets are due by 12:00 p.m. (noon) on Wednesday, March 7, 2018. Applications may be submitted electronically via HSD's Online Submission System at: <http://web6.seattle.gov/hsd/rfi/index.aspx>. Alternately, an original application packet may be hand-delivered to: Seattle Human Services Department, Request for Qualification – Legal Services, ATTN: Allison Boll, 700 5th Avenue, Suite 5800 (58th floor) or mailed to: Seattle Human Services Department, Request for Qualification – Legal Services, ATTN: Allison Boll, P.O. Box 34215, Seattle, WA 98124-4215.

Copies of this RFQ may be downloaded from: <http://www.seattle.gov/humanservices/information-for-grantees>. If you would like to receive a copy of the RFQ in the mail or by email, please contact Allison Boll at (206) 733-9925 or by email at Allison.Boll@seattle.gov.

Sincerely,

Audrey Buehring, Deputy Director
Human Services Department