



Equitable Communities Initiative Task Force Facilitator

Pre-Submittal Conference: October 13, 2020 2:00 pm – 3:00 pm

Introductions of Andrés Mantilla, DON Director (he/him/his) and Dominique Stephens, Mayor's Co-Director of External Relations and Outreach (she/her/hers)

WebEx instructions for various functions of the online/telephone conferencing platform.

Overview

- The Equitable Communities Initiative (ECI) Task Force will be responsible for making recommendations, with broad community engagement and input, on how the City of Seattle should direct/invest the Mayor's promised \$100M/yr for 10 years to support BIPOC communities.
- The City of Seattle will publicly announce the ECI Task Force on October 14, 2020.
- The Task Force will have its first official meeting during the week of October 19. The first meetings will be led by the City's Innovation & Performance team until a consultant team is selected. The purpose of these initial meetings is to begin building relationships and gathering info and data.
- Potential areas of focus are listed below. *Please note: these areas are subject to change at the direction of the ECI Task Force.*
 - Building Opportunity and an Inclusive Economy
 - Community Wealth Building and Preserving Cultural Space
 - Community Wellness
 - Climate Justice and Green New Deal

Reminder about Submission Requirements:

- Deadline is 5pm on Monday, October 19, 2020.
- You can submit online or by mail. We discourage in-person submission due to COVID regulations. However, if you need to do that, please make arrangements with Patty Camacho.
- Online submissions will receive a submittal confirmation upon receipt.
- Follow-up questions can be submitted to Melia.Brooks@seattle.gov or Patty.Camacho@seattle.gov.
- We will publish the questions and answers on the City's Consultant Connection website.

Questions:

- **Will there be interviews?**
 - Yes. The ECI Task Force will be heavily involved in reviewing applications and holding interviews. We expect application review to occur during the week of Oct 19, with interviews happening later that week and the following week.
- **What is the timeline for interviews, decision, start date?**
 - We hope to make a decision by the last week of October so that contract negotiations can be conducted and finalized by the end of October/early November. That said, the ECI Task Force will dictate the final schedule.
- **Will the facilitator have staffing support from the City; if so, what does it include?**
 - Yes, the facilitator will have staffing support from various City teams. The City's role is to support as a Technical Assistance partner (research, data sets). The ECI Task Force will decide what information it needs and City staff will assist in collecting it.
 - The ECI Task Force and facilitator will also bring conversation to broader city-wide community.
- **Do you want us to include a budget in our proposal?**
 - Yes. But we are more interested in hearing about your qualifications than we are about the dollars and cents. We want to focus on what will lead to success. The City will work collaboratively with the Facilitation Team and the ECI Task Force for additional resources--as available and if needed--as well as flexibility on timeline.
- **What is the Governance/Decision-making structure of the Task Force?**
 - The ECI Task Force is self-governing and has autonomy. The decision-making structure will be up to the Task Force.
- **How were the ECI Task Force members chosen?**
 - The Task Force is comprised of BIPOC community members who have expertise in a variety of issue areas.
 - It includes community leaders and recent advocates who have met with the City about social justice / public safety issues.
- **Who is on the ECI Task Force? How many members?**
 - Currently, approximately 30 people have been asked to participate.
 - There is space for more people to be added.

- Note: Task Force members will be compensated from a budget that is separate from the \$200k budgeted for this facilitating contract. Seattle Department of Neighborhoods will develop those contracts with each Task Force member and/or organization.
- **What is the overarching timeline?**
 - The ECI Task Force gets to set the overall pace and the original timeline can be changed by them.
 - The City has a budgeting schedule that the Task Force needs to be aware of to make budget decisions accordingly. The next target date could be the 2021 supplemental budget.
- **The Initiative is BIPOC but much of what I've seen in the news is focused on the Black community; can you elaborate?**
 - The ECI Task Force is comprised of BIPOC community leaders. Data sets provided by the Office of Planning and Community Development (OPCD) show patterns and clear disproportionality in Black and Indigenous outcomes and indicators. The ECI Task Force will use these data sets, other relevant research, and broad community feedback to make funding and program recommendations.
- **How much are we expected to know about the City's Race and Social Justice (RSJ) Initiative?**
 - It is strongly recommended that applicants have background in racial analysis. We encourage applicants to know about the City's RSJ Initiative but it is not required. If, for example, you are from outside the area, we would be happy to see evidence of your knowledge and experience working with other RSJ initiatives.
 - Centering racial equity is a guiding principal of this work.
- **What is the City's Women Minority-owned Business Enterprises (WMBE) Initiative team?**
 - The City has goals for increasing the number and proportion of Women Minority-owned Business Enterprises.
 - The initiative team will ensure any contracts are reflective of the communities being served.
 - We encourage contracting of WMBE and partnerships with WMBE. You can learn about the City's WMBE initiative [here](#).
- **Will there be a separate evaluation contract?**
 - As of now, no decision has been made.
- **Do we anticipate any need for translators for the ECI Task Force?**
 - Yes, broader community outreach and engagement will require translation and interpretation.
 - We have separate funding to support this need.
 - And, given the nature of this work, it is a plus to be bilingual with English.

- **How will the \$100M be allocated?**
 - None of these funds have been allocated thus far. The allocations will be determined by recommendations of the ECI Task Force, who will have been informed by the broader community.
 - The Task Force will determine how they submit the recommendations.
 - There could be recommendations to invest in both existing projects and new projects.

- **Can the chosen prime consultant determine subcontractors and other members of the team after the contract is awarded?**
 - Seattle Department of Neighborhoods Director Andrés Mantilla said that the City reserves the right to let the Task Force weigh in on this.
 - Our feeling is that if you name someone in your application and you are awarded the contract, you would be expected to use that sub-consultant.

- **Will the selected consultant be limited from working on projects identified by the Task Force?**
 - We are open to the chosen consultant applying for future work related to the Task Force. To ensure there is no unfair advantage for future work, we will publish and make accessible in a timely manner all Task Force recommendations and supporting data and documentation used in the process of determining those recommendations.

- **I have a question about the contract moving forward. The mayor cancelled existing consultant contracts at the beginning of COVID, is there any concern that this will be stopped through the process? side note (I was facilitating the application for Seattle Process Racial Equity Toolkit and it was suspended via DEEL.)**
 - Contracts were paused or cancelled when COVID hit because Central Budget Office did not know the budget implications of the pandemic.
 - The Mayor and Council are very committed to the success of this initiative.

- **Do you have a sense of who'll be on the Selection Committee?**
 - Andrés Mantilla, Director of Seattle Department of Neighborhoods
 - 3-4 ECI Task Force members
 - Other City staff from various departments will act primarily as technical assistance

- **Would the evaluation be part of the facilitator's scope of work?**
 - This is yet to be determined.
 - There is a data and reporting section noting requirements expected which includes recommendation for Mayor and Council with demonstrated community input and buy-in.

- **Will you make available a list of the people on this meeting call with contact information?**

- Yes, we will provide the list of RSVPs and contact information.
- In addition, if people could add their name and contact information to the chat to make sure everyone is included.

- **You may have responded to this, but is the City expecting the consultant to add to the 30 invited members?**
 - No, we are not expecting the consultant to add to the 30+ invited Task Force members.