



Seattle

Seattle Department of Neighborhoods REQUEST FOR QUALIFICATIONS Consultant Contract

Project Title: Equitable Communities Initiative Task Force Facilitator

UPDATED: 11/20/2020: The RFQ has been re-opened in order to reach a broader audience before all submitted applications are made accessible to the review panel. The RFQ is open until **Monday, November 30, 2020 at 5:00pm. Applicants who have already applied do not need to re-submit.**

Applications Due: 5:00 pm on ~~October 19, 2020~~ November 30, 2020

Applicants may submit proposals electronically using the subject line "Equitable Community Initiatives Task Force Facilitator Proposal" to DON at Patty.Camacho@seattle.gov

Purpose

The Seattle Department of Neighborhoods is releasing a **Request for Qualifications (RFQ)** for a consultant or consultant team to coordinate and facilitate the **City's Equitable Communities Initiative Task Force (ECI)**, a group of Black, Indigenous and people of color (BIPOC) community leaders. The ECI Task Force is a group of approximately 35 community leaders charged with conducting a community-led engagement process that results in budget, policy, and programmatic recommendations. These recommendations will be used by the City to support near and long-term priorities in BIPOC communities including, but not limited to, expenditure of the recently announced \$100M budget intended to support those priorities.

Background:

Systemic racism and the impact of disproportionate investments and inequitable policies in the City of Seattle and the nation have caused generational harm. Key health and opportunity indicators show the inequities and disproportionate impacts to BIPOC communities through higher rates of poverty, housing cost burdens, greater disconnection from school and work, limited mobility options, greater exposure to pollution, and lower access to well-performing neighborhood schools. These disparities have been further exacerbated by the COVID-19 pandemic and economic crisis. To shift this paradigm, there needs to be consistent large-scale, transformational funding into these communities. The health of our BIPOC communities is a critical measure of the health and vitality of our City. This funding should not be subject to legal challenges or the worsening economic situation.

These ongoing investments and intentional shifts in programming and policy will mean that the Seattle of the future is an inclusive community that overcomes structural and systemic racism and historic disparities.

The City of Seattle has established four initial focus areas for identifying these programs and policies. These focus areas are based on ongoing engagement with Seattle's BIPOC communities over the last several years. The ECI Task Force has broad latitude in determining whether these focus areas sufficiently cover community needs and can add or remove topics as they see fit. The suggested focus areas include:

- Building Opportunity and an Inclusive Economy
- Community Wealth Building and Preserving Cultural Spaces
- Community Wellness
- Climate Justice and Green New Deal

Available funding for this contract shall not exceed \$200,000. Proposals are due 10/19/2020 by 5:00 pm to the Seattle Department of Neighborhoods (Patty.Camacho@seattle.gov)

Scope of Work and Deliverables

Estimated Schedule: The ECI Task Force, appointed in Fall 2020, is expected to complete its work by June 2021. The consultant must be available to commence work on this project by early to mid-November and commit through Q2 of 2021.

For this RFQ, the City of Seattle is looking for a consultant who:

- Has a deep understanding of Racial Equity Principles as well as the City's Race and Social Justice Initiative
- Has strong local knowledge of community stakeholders and organizations
- Has a history of innovative, community-centered engagement and facilitation techniques
- Has a history of designing and implementing community-led, data-informed processes that are grounded in practices of consensus-building and transparency
- Can work interchangeably between in-person and virtual settings
- Can assemble a team that follows and promotes the City of Seattle's Women and Minority Business Initiative

The connections between the City's internal Recovery planning work and the Equitable Communities Initiative Task Force will be guided by the Mayor's Office, the Seattle Department of Neighborhoods, and the Seattle Office for Civil Rights, with support from the City of Seattle's Innovation and Performance Team. Several City department policy and budget staff will also serve as project support.

The Consultant or Consulting firm will be charged with leading and supporting the following areas of work:

Facilitation – Lead facilitation of the ECI Task Force. Full facilitation includes all meeting, logistical, and administrative support, including notetaking and agenda-setting. The Consultant should be prepared to also support individual subgroups with facilitation, logistical, and technical support.

Project Management – Act as or assign a lead project manager to ensure that all task force members have a clear understanding of the timeline, meeting agendas, and materials. This project manager will be expected to work closely with City staff and departments to support the general needs of the project, including task management, issue tracking, and other central workflows.

Stakeholder Engagement and Management - Lead engagement of the ECI Task Force and subgroups. In partnership with the City of Seattle, support the ECI Task Force in the broader engagement of community in the process, including but not limited to townhalls, community gatherings, and other stakeholder engagements.

Data Gathering and Report Out – Conduct analysis and research to strengthen the work of the ECI Task Force, including but not limited to qualitative surveying and co-design, quantitative analysis, and insight development.

In addition to the services above, the consultant or consulting firm will be expected to deliver monthly reports containing both qualitative and quantitative measures of efforts, and a written final report detailing the approach, summary of findings, recommendations, and other relevant information.

Minimum Qualifications

Minimum qualifications are required for a Consultant to be eligible to submit a proposal response. Your submittal response must show compliance to these minimum qualifications. Those that are not responsive to these qualifications shall be rejected by the City without further consideration.

Through this solicitation, the City of Seattle seeks a consultant or consultant team that:

- Is available to begin work in early to mid-November and can commit to the full timeline of the project (Estimated to complete end of Q2 2021);
- Has completed and can reference at least two examples of community-led engagement processes centered in BIPOC communities.

Proposal Content Requirements

Please note that incomplete applications will not be considered. Please do not include brochures or letters of support.

1. Please complete the Cover Page (Attachment A).
2. Please complete the Application Questions (Attachment B). **Limit this section to 5 pages and use 12-point font for legibility.**
3. Please complete the Reference Sheet (Attachment C). We are asking you to provide the names and contact information for at least 2 references from your work facilitating complex community-led engagement projects.

Review Criteria

The review of written proposals will be based on the following criteria, with the relevant weights in parentheses:

- Related experience of the consultant or consulting team (40%)
- Approach for working with ECI Task Force (40%)
- Knowledge of the City's Race and Social Justice Initiative or equivalent frameworks (10%)
- References (10%)

Deadlines and Terms

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Original Timeline:

October 6, 2020: DON distributes Request for Qualifications

October 13, 2020: DON provides a virtual workshop for potential applicants to answer questions about the RFQ and submittal process. Detail of time and link/phone number to participate will be posted shortly.
NOTE: This is an optional event.

October 19, 2020: Applications must be received or postmarked by October 19 at 5:00 pm. Applicants may submit proposals electronically using the subject line "Equitable Community Initiatives Task Force Facilitator Proposal" to DON at Patty.Camacho@seattle.gov

Applicants also may send via mail to Patty Camacho, Seattle Department of Neighborhoods, P.O. Box 94649, Seattle WA 98124-4649.

**Attachment A: Application Cover Page
Equitable Communities Initiative Task Force Facilitator RFQ**

Organization	
Name of Consultant or Consulting Firm	
Name of Lead Contact	
Phone	
Email	
Website URL, if available	
UBI #	
City of Seattle Business License #	
Are you able to begin work in early to mid-November and can you commit to the full timeline of the project? (Estimated to complete end of Q2 2021)	

Attachment B: Application Questions

Equitable Communities Initiative Task Force Facilitator RFQ

Limit your answers to these application questions to a total of 5 pages using 12-point font.

1. Describe your relevant experience facilitating complex community-led engagement projects centered in BIPOC communities. Be sure to include the following information:
 - What was the purpose or goal of the community engagement process?
 - Describe the size and breadth of the community with whom you worked directly.
 - Describe your approach. How did you center principles of racial equity in the work?
 - What were some of the challenges you encountered and how did you overcome them?
 - What were the outcomes of the community engagement process?

2. Describe the approach you would take in supporting the Equitable Communities Initiative Task Force (ECI) to produce budget, program, and policy recommendations that address near and long-term priorities for BIPOC communities.

3. What is your familiarity, if any, with the City's Race and Social Justice (RSJ) Initiative? If you have worked directly on other City of Seattle Race and Social Justice projects, please state the name of the project, the department, and the month/year services were provided. If you are unfamiliar with the City's RSJ Initiative, please provide information about your expertise leading groups with a race and social justice framework.

Attachment C: References

Equitable Communities Initiative Task Force Facilitator RFQ

REFERENCES	
Reference 1	Reference 2
Name:	Name:
Phone:	Phone:
Email:	Email:
Community Group or Project Worked On:	Community Group or Project Worked On:
Date of Project:	Date of Project:
Anything else we should know about this reference?	Anything else we should know about this reference?