

**CITY OF FEDERAL WAY
REQUEST FOR PROPOSAL
FOR HUMAN SERVICES COMMISSION TRAINING**

PURPOSE OF REQUEST.

The City of Federal Way (“City”) is requesting proposals for the purpose of providing training to the Human Services Commission on funding with an equity lens. The City’s needs are outlined in the following Request for Proposal (“RFP”).

TIME SCHEDULE.

The City will follow the following timetable:

Issue RFP	February 14, 2020
Deadline for Submittal of Proposals	February 28, 2020, 4 p.m.
Preliminary Selection of Firm	March 2, 2020
Notify Firm Chosen	March 4, 2020

INSTRUCTIONS TO PROPOSERS.

All proposals should be sent to:

Sarah Bridgeford, Community Services Manager
sarah.bridgeford@cityoffederalway.com
(253) 835-2650

All proposals must be emailed and clearly labeled in the subject line. The label shall identify the contents as “RFP for Human Services Commission Training.”

All proposals must be received by 4:00 p.m. on February 28, 2020. Faxed, mailed, or telephone proposals will not be accepted.

For a complete RFP packet, please visit the City of Federal Way Website.
www.cityoffederalway.com/bids