

CITY OF FEDERAL WAY REQUEST FOR PROPOSAL

I. 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”).

II. PROJECT OVERVIEW AND SCOPE OF SERVICES.

Equity is a key value for the City of Federal Way’s Community Services, both for the Human Services General Fund (HSGF) and the Community Development Block Grant (CDBG) program. The City’s Community Services Division and the Human Services Commission strive to center on equity in its collaborations, partnerships, and investments with grantees, residents, and stakeholders throughout the community. The Human Services Commission makes recommendations to the Federal Way City Council on which organizations should receive human services funds.

The proposed trainings will be held during the Federal Way Human Services Commission meetings, which are held on the third Monday of each month from 5:30 p.m. to approximately 7:30 p.m. It is the intent to dedicate ninety (90) minutes each month to training. Upon consultant recommendation, the Community Services Division and Human Services Commission would discuss extending the length of the meetings to accommodate the training offered.

The City is seeking consultant expertise in the following:

Training:

- **March 16, 2020:** Introduce using an equity lens in funding allocations. Provide training and discussion on the diversity/equity spectrum. Address allocating available resources with an equitable approach and to balance competing needs in the community. As the first training is within two weeks of notifying the selected firm, the first training will be general training focusing on the diversity and equity spectrum. The expectation is that this training is not likely to be tailored to the Human Services Commission and, instead, will establish a level of common language and understanding.
- **April 20, 2020:** Grantmaking with an equity lens. Provide training and discussion on how the Human Services Commissioners may approach the application process with an equity lens. Identify what elements of fairness can be ensured. Work to develop consensus among Commissioners on how to approach levels of funding, length of time organizations have received funding and/or increased levels of funding, length of time organizations have served Federal Way residents, how to approach well know organizations

versus lesser known or newer organizations, etc.

- May 18, 2020: Applying a racial equity lens. Application review preparation will include reviewing the application and questions including what reviewers will be looking for in the responses, practice scoring an application together, and answering questions.

III. **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

IV. **INSTRUCTIONS TO PROPOSERS.**

A. All proposals should be sent to:

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

- B. 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.”
- C. All proposals must be received by the Deadline for Submittal of Proposals detailed in II. Time Schedule, at which time they will be opened. Faxed, mailed, or telephone proposals will not be accepted.
- D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.
- E. The Community Services Manager or representative will notify the firm selected by the date stated in II. Time Schedule.
- F. All proposals must include the following information in no more than three pages:
- The names of individuals from those firms who will be working on the project and their areas of responsibility.
 - Specific experience of individuals relative to the proposed project.

- A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
- A proposed budget based on the above outline of tasks, products and schedules.
- References including any municipal governments you have provided this or similar trainings to in the past three years and your level of involvement. If you have not provided this training to municipal governments, you may include references for foundations or similar grantmaking entities.

V. SELECTION CRITERIA.

<u>Factor</u>	<u>Weight Given</u>
1. Responsiveness of the written proposal to the purpose and scope of service.	40%
2. Price.	20%
3. Ability and history of successfully completing contracts of this type, meeting projected deadlines, and experience in similar work, specifically work with municipal governments and/or other types of funders.	40%
<u>Total Criteria Weight</u>	100%

Each proposal will be independently evaluated on factors one through three.

VI. TERMS AND CONDITIONS.

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening

of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.

- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney’s office.

- F. The City, as a recipient of federal funding, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

- G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VII. COMPENSATION.

- A. State the firm’s proposed fee for the Scope of Services inclusive of Washington state sales tax and any other applicable governmental charges.

- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

VIII. PUBLICATION.

Name of Publication:	Dates:
Federal Way Mirror	February 14, 2020