** City of Seattle**

**REQUEST FOR QUALIFICATIONS**.

**Consultant Contract**

**People’s Academy for Community Engagement (PACE) Facilitators**

**Schedule: Responses will be accepted on a rolling basis, with the deadlines for each quarter listed below:**

**Fall Quarter: August 12, 2016**

**Winter Quarter: December 9, 2016**

**Spring Quarter: February 3, 2017**

**Procurement Contact**

Project Manager: Sahar Fathi, PACE@seattle.gov, 206-233-2795

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| **Address** |
| Department of NeighborhoodsLeadership Development Division600 Fourth Avenue, Floor 4Seattle, Washington, 98104 |

# Purpose and Background.

The City of Seattle Department of Neighborhoods, is currently soliciting “Request for Qualifications” (RFQ) for Training and Facilitation Services for the People’s Academy for Community Engagement (PACE). Qualifications include: experienced educators, trainer(s) and/or facilitator(s) for the purpose of “People’s Academy for Community Engagement” (PACE) program. The RFQ is available at [http://www.seattle.gov/neighborhoods/programs-and-services/peoples-academy-for-community-engagement.](http://www.seattle.gov/neighborhoods/programs-and-services/peoples-academy-for-community-engagement.%20%20)

The People’s Academy for Community Engagement (PACE) is a leadership development program for residents of Seattle who are working to become leaders within their communities and/or civically engaged.

# Performance Schedule.

Facilitators (“Consultants”) will be paid for one hour of facilitation during a two-hour week day evening class, or one hour of facilitation during a four-hour weekend workshop. There are three quarters during the year, facilitators may be asked to teach once per quarter, or on a trial basis for the first quarter (pending evaluations for the next two quarters). Classes are listed below under “Scope of Work.” Note that the facilitator may need to prepare on his/her own time for the class, and that the facilitator is required to attend one facilitator orientation session – which is estimated to take about one and a half hours.

# Solicitation Objectives.

PACE is seeking qualified facilitators from experienced educators, trainer(s), and/or facilitator(s) with knowledge and experience for each of the following sessions (1 facilitator is needed for each session, each facilitator will be paired with a City employee). Facilitators who have an intersection of experience across multiple topics are preferred:

* Approaches to Leadership: Community & Government
* Government 101: Structure and Budget
* Community Organizing
* Inclusive Outreach & Public Engagement
* Meeting Facilitation
* Public Speaking
* Sustaining Involvement: Self-Care and Mentoring
* Land Use and Zoning

# Minimum Qualifications.

Minimum qualifications are required for a Consultant to be awarded a contract. Your submittal response must show compliance to these minimum qualifications. Those that are not responsive to these qualifications shall be rejected without further consideration:

* The facilitator is considered a subject matter expert in their respective field
* The facilitator demonstrates enthusiasm for the topic and learning environment
* The facilitator has extensive facilitation experience
* The facilitator has demonstrated knowledge and understanding of the City’s Race and Social Justice Initiative

# Scope of Work.

All sessions may use a standard curriculum, provided by PACE. At the request of PACE, educators, trainer(s), and/or facilitator(s) may be requested to develop (or choose to develop) a customized curriculum or workshop for one or more of the sessions listed above.

The Facilitator shall uphold the following tasks and responsibilities:

* Partner with the PACE program to understand curriculum
* Partner with co-facilitators and PACE program to design sessions that includes 60% activities focused on participant engagement
* Communicate clearly and timely with PACE program and co-facilitators
* Attend Facilitator Orientation
* Provide feedback to PACE program regarding curriculum
* Provide feedback to PACE program regarding training environment

PACE Schedule

The PACE Program has three cohorts, each conducted over one quarter (Fall, Winter or Spring).

Cohort 1 (Fall):

* September 27th through December 6th, 2016, (NO class November 22nd, 2016) every Tuesday from 6:30pm-8:30pm at Miller Community Center (330 19th Ave E, Seattle, WA 98112).

Cohort 2 (Winter):

* January 21st through February 25th, 2017 (NO class February 18th, 2017 in recognition of President’s Day) every Saturday 11am-3pm at Yesler Community Center (917 E Yesler Way, Seattle, WA 98122).

Cohort 3 (Spring):

* March 2nd, 2017-July 6th, 2017 every other Thursday 6:30pm-8:30pm in Central Seattle (location TBD).

Facilitator Orientation Dates (**Must attend one**):

* September 7th, 2016 3pm-4:30pm at Seattle City Hall
* October 26th, 2016 3pm-4:30pm at Seattle City Hall
* December 14th, 2016 3pm-4:30pm at Seattle City Hall
* January 11th, 2017 3pm-4:30pm at Seattle City Hall
* February 8th, 2017 3pm-4:30pm at Seattle City Hall
* March 8th, 2017 3pm-4:30pm at Seattle City Hall
* May 3rd, 2017 3pm-4:30pm at Seattle City Hall

# Contract Modifications.

The City consultant contract is [here](file:///C%3A%5CUsers%5CFathiS%5CDesktop%5CccAgmtMini.pdf).

Consultants submit proposals understanding all Contract terms and conditions are mandatory. Response submittal is agreement to the Contract without exception. The City reserves the right to negotiate changes to submitted proposals and to change the City's otherwise mandatory Contract form during negotiations. If the Consultant is awarded a contract and refuses to sign the attached Contract form, the City may reject the Consultant from this and future solicitations for the same work. Under no circumstances shall Consultant submit its own boilerplate of terms and conditions.

# Procedures and Requirements.

This section details City instructions and requirements for your submittal. The City reserves the right in its sole discretion to reject any Consultant response that fails to comply with the instructions.

**7.1 Registration into City Registration System.**

If you have not previously done so, register at: <http://www.seattle.gov/obd> The City expects all firms to register. Women- and minority- owned firms are asked to self-identify. For assistance, call Julie Salinas at 206-684-0383.

**7.2 Questions.**

Proposers may submit written questions to the Project Manager until the deadline stated on page 1. The City prefers questions be through e-mail to the City Project Manager.

## 7.3 Proposal Submittal.

###### Proposals must be received by the City no later than the date and time on page 1 except as revised by Addenda.

1. The submitter has full responsibility to ensure the response arrives at the City within the deadline. A response delivered after the deadline may be rejected unless waived as immaterial by the City given specific fact-based circumstances.

**Hard Copy Submittal. (Optional)**

The City will not accept Fax and CD copies as an alternative to the paper or electronic e-mail copy submittal.

**Electronic Submittal. (Preferred)**

The City allows and will accept an electronic submittal, in lieu of an official paper submittal.

1. The electronic submittal is e-mailed to the project manager, by the deadline (Page 1).
2. Title the e-mail so it won’t be lost in an e-mail stream.
3. Any risks associated are borne by the Proposer.
4. The City e-mail system will allow documents up to 20 Megabytes.

## 7.4 License and Business Tax Requirements.

The Consultant must meet all applicable licensing requirements immediately after contract award or the City may reject the Consultant. Companies must license, report and pay revenue taxes for the Washington State business License (UBI#) and Seattle Business License, if required by law. Carefully consider those costs before submitting an offer, as the City will not separately pay or reimburse such costs. If you have questions as to whether you need a business license, please refer to Title V – “Revenue, Finance and Taxation,” Subpart B. SMC 5.30.030.

The link is here: <https://www.municode.com/library/wa/seattle/codes/municipal_code?nodeId=TIT5REFITA_SUBTITLE_IGERE_CH5.30DE_5.30.030DE>

**7.5 No Guaranteed Utilization.**

The City does not guarantee utilization of any contract(s) awarded through this RFP/RFQ process. The solicitation may provide estimates of utilization; such information is for Consultant convenience and not a usage guarantee. The City reserves the right to issue multiple or partial awards, and/or to order work based on City needs. The City may turn to other appropriate contract sources or supplemental contracts, to obtain these same or similar services. The City may re-solicit for new additions to the Consultant pool. Use of such supplemental contracts does not limit the right of the City to terminate existing contracts for convenience or cause.

## 7.6 Cost of Preparing Proposals.

The City is not liable for costs incurred by the Proposer to prepare, submit and present proposals, interviews and/or demonstrations.

**7.7 Independent Contractor.**

The Consultant works as an independent contractor. The City will provide appropriate contract management, but that does not constitute a supervisory relationship to the consultant.

The City will not provide space in City offices for performance of this work. Consultants will perform most work from their own office space or the field.

**7.8 Ethics Code.**

Please familiarize yourself with the City Ethics code: <http://www.seattle.gov/ethics/etpub/et_home.htm>. For an in depth explanation of the City’s Ethics Code for Contractors, Vendors, Customers and Clients, please visit: <http://www.seattle.gov/ethics/etpub/faqcontractorexplan.htm>. Any questions should be addressed to Seattle Ethics and Elections Commission at 206-684-8500.

**7.9 Background Checks and Immigrant Status.**

Background checks will not be required for workers that will be performing the work under this contract. The City has strict policies regarding the use of Background checks, criminal checks and immigrant status for contract workers. The policies are incorporated into the contract and available for viewing on-line at <http://www.seattle.gov/business/WithSeattle.htm>

# Response Materials and Submittal.

**Prepare your response as follows. Use the following format and provide all attachments. Failure to provide all information below on proper forms and in order requested, may cause the City to reject your response.**

1. **Letter of interest that includes details of how consultant meets minimum qualifications**
2. **Resume**
3. **At least two (2) professional references**
4. **Cost and Pricing:**

Each contract will be for $200. This will include any preparation time for the class, the orientation, and the one hour that the facilitator will be teaching in class. If the facilitator is selected for multiple classes, then the contract will increase by $200 per class.

# Selection Process.

* 1. **Initial Screening**: The City will review responses for responsiveness and responsibility. Those found responsive and responsible will be reviewed to ensure the applicant has a Seattle Business License (if applicable).
	2. **Proposal Evaluation:** The City will evaluate proposals using the criteria below. Responses will be evaluated and ranked or scored.

**Evaluation Criteria:**

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| --- | --- |
| Experience & Qualifications | 50% |
| Interview | 50% |

* 1. **Interviews:** The City will review the most competitive candidates for consideration of interviewing.
	2. **References:** The City may contact one or more references. The City may use references named or not named by the Proposer. The City may also consider the results of performance evaluations issued by the City on past projects.
	3. **Selection:** The City may select the highest ranked Proposer(s) for award including the interview (If applicable) and written proposal.

**9.6 Repeat of Evaluation**: If no Consultant is selected at the conclusion of all the steps, the City may return to any step in the process to repeat the evaluation with those proposals active at that step. The City may then sequentially step through all remaining steps as if conducting a new evaluation process. The City reserves the right to terminate the process if no proposals meet its requirements.

# Award and Contract Execution.

The Project Manager will provide timely notice of an intent to award to all Consultants responding to the Solicitation.