

2021 Seattle Participatory Budgeting Administration and Consulting Services Request for Proposals (RFP)

GUIDELINES

I. Introduction

The Community Investments (CI) Division of the Seattle Office for Civil Rights (SOCR) is seeking applications from organizations and coalitions to provide administrative and consulting services to assist the City in planning and developing an approximately \$28 million Participatory Budgeting (PB) Program. PB is intended to be a democratic process in which community members decide how to spend part of a public budget.

Through this RFP, SOCR intends to select from organizations and coalitions submitting applications (Applicants) a consultant (Consultant) to provide designated services for the PB Program. With SOCR's support and approval, the Consultant will be responsible for the design and execution of the Program with fidelity to the spirit and vision set forth in the [Black Brilliance Research Project Report's](#) (BBRP) Participatory Budgeting Roadmap¹, and with guidance from the City for implementation of selected projects. The PB Program is being created in the context of the City's investments for upstream community safety and development efforts with a particular emphasis on repairing harms from systemic lack of investment in the City's historically underserved Black community.

The PB Program has two main goals: 1) To directly invest in Black, Indigenous, and People of Color communities (BIPOC) consistent with applicable law, and 2) To increase the ownership and participation of city residents in solutions to the city's pressing needs. The Consultant's proposal should address both the technical needs of setting up and administering a PB process on behalf of SOCR, as well as engaging with communities that are at the center of the Black Lives Matter and defund the police conversations.

The PB Program is currently being funded with one-time funding from the 2021 budget; additional funding for future cycles will be determined by the City during its annual budget cycles. The term of the 2021 Seattle Participatory Budgeting Administration and Consulting Services Contract (the "Contract") will be for 2022, subject to termination clauses contained herein. The City of Seattle reserves the right to extend the Contract term if determined to be in the best interest of the City.

The requested services sought by SOCR with this RFP will be funded out of the approximately \$28 million budgeted for the PB Program. While the community input will provide key information about community priorities and continue the process of incorporating overlooked voices into the political process, the ultimate decision on how to spend PB Program funds will be subject to the City's policy discretion and City's determination of applicable legal requirements and restrictions.

¹ <http://www.seattle.gov/Documents/Departments/Council/Committees/EconDev/BBR-Report-with-Appendices-v1.pdf>
Budget – page 78

II. Timeline* (projected)

Schedule of Events	Date/Time
Request for Proposals Posted and Released	Thursday, December 2, 2021
<p style="text-align: center;">Information Session 1 – RFP Process Overview</p> <p style="text-align: center;">Join Zoom Meeting https://us06web.zoom.us/j/87288467780?pwd=MG1nTmMvSnVMFhJa1lxYkhmekk3UT09</p> <p style="text-align: center;">Meeting ID: 872 8846 7780 Passcode: 386285 One tap mobile +12532158782,,87288467780#,,,,*386285# US (Tacoma) +13462487799,,87288467780#,,,,*386285# US (Houston)</p>	Tuesday, December 7, 2021 5-7pm
<p style="text-align: center;">Information Session 2 – Presentation - Black Brilliance Research Project Report</p> <p style="text-align: center;">Join Zoom Meeting https://us06web.zoom.us/j/84697722797?pwd=SzVmbUkyNzFrUnhmVkhYcUE0YVdtZz09</p> <p style="text-align: center;">Meeting ID: 846 9772 2797 Passcode: 315795 One tap mobile +12532158782,,84697722797#,,,,*315795# US (Tacoma) +16699006833,,84697722797#,,,,*315795# US (San Jose)</p>	Thursday, December 9, 2021 5-7pm
<p style="text-align: center;">Information Session 3 – Application FAQ (Proposals, Budgets, etc.)</p> <p style="text-align: center;">Join Zoom Meeting https://us06web.zoom.us/j/85876062031?pwd=M1NVb2hYzVUWDZWQs9OaVExSk5OUT09</p> <p style="text-align: center;">Meeting ID: 858 7606 2031 Passcode: 935692 One tap mobile +12532158782,,85876062031#,,,,*935692# US (Tacoma) +16699006833,,85876062031#,,,,*935692# US (San Jose)</p>	Tuesday December 14, 2021 5-7pm
<p>Deadline for Questions</p> <p>(FAQ's updated)</p>	Wednesday, January 5, 2022 5:00pm

Response Deadline Applications due	Wednesday, January 5, 2022 11:59pm
Interviews	Late January Early February 2022
Notification and Announcement of Awards	February 2022
Anticipated Contract Negotiation Schedule (tentative)	Month of February – March 2022
Contract Execution (tentative)	April 2022

**The City reserves the right to modify and/or change any dates in the RFP timeline.
Changes will be posted on the City website or as otherwise stated.*

Information Session

SOCR will offer three information sessions – **1. RFP Process Overview; 2. Presentation - The Black Brilliance Research Project Report; and 3. Application FAQ (Proposals, Budget, etc.)** - which will be recorded and posted on SOCR’s website. Any agency interested in learning more about this RFP process is encouraged to attend the sessions and ask questions. Attendance is not required.

All materials and updates to the RFP are available on [SOCR’s Participatory Budgeting webpage](#). SOCR will not provide individual notice of changes, and agencies are responsible for regularly checking this webpage for any changes.

III. Eligibility Requirements

Anyone who meets the following minimum eligibility requirements may apply. This includes, but is not limited to, community-based organizations, coalitions, and/or grassroots organizations.

- Applicants must follow non-discrimination and equal opportunity provisions mandated by federal, state, and city laws.
- Applicants that are incorporated must be in good standing and meet all licensing requirements applicable to its organization, e.g., Washington State Business License (UBI#), Seattle Business License, 501(c)(3).
- If your organization is not incorporated, you can still apply with a fiscal sponsor that is incorporated. See more information about grant agreements and fiscal sponsors under the Application Section I below.

- Applicants must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the organization/coalition.
- **All Applicants must show compliance with the following vaccination requirements:** (December 5, 2021) Mayor’s Executive Order 2021-08 Vaccination Requirements for City Contractors. The Applicant, by submitting its Proposal, agrees that it will comply with Mayor’s Executive Order 2021-08, regarding COVID-19 Vaccination Requirements, and that it will require its workers, service providers, subcontractors, suppliers, and their workers to comply as well if their work involves being on-site or in-person. Furthermore, the Applicant shall submit the City-provided Vaccine Attestation form ([Link](#)) no later than 5 days prior to the start of the Work. During the performance of the Work, Consultant shall provide an updated Vaccine Attestation form upon the City’s request. The Executive Order and Vaccine Attestation Form are incorporated herein and are available at: www.seattle.gov/contractorvax

All costs related to the Mayor’s Executive Order shall be considered included with or incidental to other Cost items.

If you have any questions about the **2021 Seattle Participatory Budgeting Administration and Consulting Services Request for Proposals**, please email **mano** at emanuel.daSilva@seattle.gov or by phone at **(206) 450-3577**.

IV. Investment Background and Scope of Work

A. Investment Background

In May 2020, the murder of George Floyd by Minneapolis police officers sparked nationwide protests, with calls to defund the police and justice for Black victims of police violence. This horrific and public tragedy forced people to confront the racism, oppression, and white supremacy of the systems that our government foundations are built upon, and the role that the City of Seattle has in perpetuating institutional racism and violence.

These calls led not only to acknowledging, but divesting from, systematic harm done to Black communities and resulted in numerous proposals coming from Black, Indigenous, and people of color community groups like Decriminalize Seattle and King County Equity Now that supported a strategy of divesting funding from Seattle Police Department (SPD) and reinvesting those funds for housing, education, and healthcare directly back into the community. “This work is built upon decades of organizing in defense of Black lives and in support of Black liberation.” ([Black Brilliance Research Project Report](#))

What resulted was an amendment in the City’s budget on September 22, 2020, that directed \$3 million to community-based research groups to evaluate the processes needed to promote a reimagined public safety. From this was born the participatory budgeting process through a report by the Black Brilliance Research Project (BBRP) submitted in February 2021.

“The 2021 investment in PB is unprecedented in the city’s history, as is the sizeable initial divestment of funds from the police department towards PB. The explicit commitment to having the participatory budgeting priorities and process informed by publicly funded, Black community-led research (BBRP) also marks an important break from past practices. ([The Black Brilliance Research Project Report](#))

B. Investment Strategy

The results of the BBRP indicated community's interest in five priority investment areas for creating community safety, health, and thriving: **Housing and Physical Spaces, Mental Health, Youth & Children, Economic Development, and Crisis & Wellness**. The research project also identified a process by which to implement participatory budgeting "that centers Black lives and Black well-being in an unprecedented way, leading us to a city where all people can survive and thrive." ([The Black Brilliance Research Project Report](#)).

Successful Applicants will submit proposals that have fidelity to the spirit and vision of the Participatory Budgeting Roadmap developed by the Black Brilliance Research Project, to the extent allowed by law. Critical elements of this roadmap include, but are not limited to:

- Development and implementation of a **steering committee** that represents the marginalized and underserved communities, and creates rules and a community engagement plan
- A plan to prepare those communities for the PB Program to ensure diverse participation that **empowers community** and increases **civic engagement**
- Gathering information on how racism has affected residents of Seattle
- The design and implementation of a **community led PB Program** fueled by multiple community organizations and community members
- The community led PB Program will follow the spirit and vision of the BBRP recommendations which include but are not limited to, stop causing harm, create inclusive policies, follow community leadership on issues affecting that community – particularly the Black community from which voices have not been historically included in City policymaking to the same extent as voices in other communities, pay community for its knowledge and expertise, and invest in thriving solutions

C. Scope of Work

The Consultant shall perform the following tasks but not limited to:

1. The establishment and implementation of a participatory budgeting process that aligns with recognized best practices and has fidelity to the spirit and vision set forth by the [Black Brilliance Research Project's Report](#), [subject to guidance and direction from the City to align the work with City policy objectives, feasibility, and legal requirements]
2. Maximum feasible participation with historically and currently marginalized community members
3. Oversee a process that results in the selection of actionable projects for recommendation to the City which can begin implementation in late 2022 or early 2023

While the participatory budgeting process implemented by the selected Contractor will not itself bind the City to any particular budget decisions, participatory budgeting will provide the City input to guide and inform City elected officials as they make budgeting decisions. There are no budgeting decisions being made through services provided by the Consultant selected to perform this scope of work.

D. Priority Applicants

We encourage joint applications and collaboration between organizations/coalitions. We are prioritizing applications that show:

- Demonstrated capacity and experience to conduct a citywide PB Program with actionable recommendations for the City to make decisions resulting in community investments.
- A strong connection to communities historically and currently impacted by police violence, including the Black community;
- Sustained commitment to work with and for historically and currently marginalized communities, and in collaboration with local organizations/coalitions led by Black, Indigenous, and communities of color in building power and local capacity for this citywide PB Program; uplifting BIPOC queer and transgender leadership to build solidarity;
- A commitment to address internalized oppression, affirming all identities, and values ending all forms of oppression, which include racism, sexism, ableism, homophobia, transphobia, and misogyny;

E. Outcomes

The desired contract outcomes are to implement an inclusive PB Program to identify projects that are democratically selected by community members, an increase in City investments that are driven by this process, and City funds are reinvested in community in ways that build true community safety, true community health, and allow community members to thrive.



2021 Seattle Participatory Budgeting Administration and Consulting Services

PROPOSAL INSTRUCTIONS

I. Submission Instructions & Deadline

Application packets are due by Wednesday, January 5, 2022 at 11:59 p.m. Please submit all proposals via email **mano** at emanuel.daSilva@seattle.gov. Proposals and proposal materials submitted after the due date and time will not be considered.

All questions and communications about this RFP must be directed to mano at emanuel.daSilva@seattle.gov. Mano is a representative authorized to act as SOCR's spokesperson with respect to matters related to this RFP.

IV. Selection Process

SOCR plans to select one proposal for funding. A Rating Panel of community members and City staff will review, rate, and make final selection recommendations based on the evaluation criteria and points assigned to each proposal. The SOCR Director (the "Director") will make the final award decisions based on the Review Panel recommendations.

Funding for this RFP is subject to City Council approval.

Following the Director's selection decision, SOCR will notify the Applicant of the selected proposal. SOCR shall proceed to issue a written contract agreement to the selected Applicant.

The City reserves the right to: make amendments to this RFP; reject any and all proposals; award no funds; award some, but not all, of the funds; terminate the RFP process at any point prior to executing the contract; and to waive immaterial defects or inconsistencies in any application.

All applications must be prepared at Applicant's expense. Applicants are responsible for the completeness of their applications and for any errors or omissions in the applications.

If any Applicant disagrees with an award decision, the Applicant must notify mano (contact information above) in writing stating the reason the Applicant disputes the decision. The matter shall be referred to the Director for review and decision. The Director may seek input from the Rating Panel or any other

source in order to make a decision. The Director will provide a written statement regarding the Applicant's dispute and the Director's decision shall be final.

Grant Agreement, Fiscal Sponsors

The City shall not be obligated to provide any funding until both the City and Applicant have signed a mutually acceptable written contract. While the City encourages joint applications and collaborations, the contract will be with one agency and the funding will be disbursed through that agency. As a result, coalitions or joint Applicants are encouraged to designate a lead agency or group for purposes of the contract.

Before contract signature, Applicants using a fiscal sponsor must submit a signed agreement that is between the Applicant(s) and the fiscal sponsor. The agreement should outline the mutual roles and responsibilities of the parties. If the Applicant is using a fiscal sponsor, the agreement should also outline any administrative fees and payments to the fiscal sponsor.

Before entering a grant agreement, Applicants must meet any licensing requirements that apply to their proposed activities. Companies must license, report, and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are legally required to hold such a license. This requirement may be met by a fiscal sponsor.

Public Records Act

The City of Seattle is subject to Washington State Public Records Act (the "Act"). Under the Act, documents and records received by the City of Seattle, including materials submitted in response to this RFP, are considered public records. The Act requires that public records must be promptly disclosed by the City upon request unless there is a specific exemption that applies.

II. Proposal Content

The 2021 Seattle Participatory Budgeting Administration and Consulting Services RFP consists of the following sections and questions. However, the City of Seattle reserves the right to request additional information from Applicants.

1. **Letter of Interest:** An introductory letter of interest signed by the Applicant may contain relevant information about the firm and an executive summary or overview of proposal. The letter should be no more than two (2) pages. The letter should also identify a single point of contact and their contact information for all communications related to the application.
2. **The body of the proposal:** The body of the proposal should address the evaluation criteria required in Section III (below) in accordance with the **Scope of Work** and **shall be no longer than 10 pages.**
3. **Proposal Timeline:** Proposal timeline should include anticipated dates of major project milestones (will not be included in the 10 page limit).
4. **Price Proposal** - Applicant should provide a price proposal for completion of this proposal. The price proposal should include a budget overview and summary (will not be included in the 10 page limit).

Proposals need to be specific, detailed, and straightforward and speak to the Applicant's approach, commitment, and ability to perform the services described in the RFP.

SOCR and the Rating Panel members reserve the right **not** to review or consider any pages that exceed the limit, as SOCR and the Rating panel members, in their sole discretion. The requested attachments are not included in this limit.

III. Evaluation Criteria

Each proposal has a total possible score of 100 points with the points assigned as follows:

<p>A. ORGANIZATION/COALITION OVERVIEW (10 points)</p> <ul style="list-style-type: none">○ Describes your mission, history, and major accomplishments and how it has supported developing community leadership and empowerment through civic engagement.○ Describes how your organization is accountable to the communities most impacted by racism. <p>* Proposals may provide links to websites. The websites are not included in the ten-page narrative limit.</p>
<p>B. PROJECT PROPOSAL (20 points)</p> <ul style="list-style-type: none">○ Includes how you will implement the participatory budgeting process with fidelity to the spirit and vision of the Black Brilliance Research Project PB Roadmap and any areas in which you may elect different strategies.
<p>C. CONNECTION TO LOCAL COMMUNITIES (20 points)</p> <ul style="list-style-type: none">○ Describes ways in which your organization has built power in local communities and strategies you will use to stay accountable to communities historically impacted by police violence throughout this process.○ Describes sustained and continued commitment to work in collaboration with local organizations/coalitions including those led by Black, Indigenous, and communities of color and other marginalized and oppressed communities; uplifting BIPOC queer and transgender leadership to build solidarity throughout BIPOC communities.○ Describes a commitment to building power, in the communities historically marginalized and underserved, through the participatory budgeting process.
<p>D. EXPERIENCE (40 points)</p> <ul style="list-style-type: none">○ Describes experience implementing a participatory budgeting or similar process of comparable scope and breadth.○ What are some ways you've implemented PB that would be applicable to the Seattle context?○ Provide demographic information of communities you've engaged with during a PB process.○ Describe past collaborations with government entities you've worked with.○ What were the decision-making processes to get to a final voting process?○ Describe lessons learned and challenges overcome in past processes.

E. BUDGET (10 points)

- Describes how your proposal will be implemented within the timeline proposed and within proposed budget.
- Must include attachment 1 template (Program Budget and Narrative), including the budget narrative sheet that supports items in budget worksheet.

Total = 100 points

**2021 Seattle Participatory Budgeting
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Proposal Cover Sheet

1. Applicant:				
2. Primary Contact:				
Name:	Title:			
Address:				
Email:				
Phone #:				
3. Organization:				
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> or Profit	<input type="checkbox"/> Public Agency	<input type="checkbox"/> Individual	<input type="checkbox"/> Other (Specify):
4. Federal Tax ID or EIN:		5. DUNS Number (if applicable):		
6. WA Business License Number:				
7. Proposal Name:				
8. Funding Amount Requested:				
<p>Authorized physical signature of Applicant agency:</p> <p><i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the Applicant who will comply with all contractual obligations if the Applicant is awarded funding.</i></p> <p>Name and Title of Authorized Representative:</p>				
Signature of Authorized Representative:			Date:	

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Example Proposal Timeline

(Applicants can use their own format which should minimally include: date, activities, goals/objectives)

	Date Range	Activities	Goals/Objectives
EXAMPLE Q1	January 2022 – March 2022	<ul style="list-style-type: none"> • Recruit Steering Committee members • Develop voting materials 	<ul style="list-style-type: none"> • Community owned; Building accountability • Establish ways community input is captured
Q1			
Q2			
Q3			
Q4			