

**2022 Seattle and King County Comparable  
Worth Wage Analysis of Human Services Work  
Request for Qualifications (RFQ)**

**AMENDMENT #1**

**05/10/22**

May 9, 2022 10:00 a.m. – 11:00 a.m.



# Welcome

This PowerPoint and the Q & A will be posted online on the [HSD Funding Opportunities webpage](#).

Please type your name and the name of your organization in the chat for attendance purposes. Thank you.



# Today we will talk about:

- Seattle Human Services Coalition's wage equity work
- RFQ overview
- Estimated funding process timeline
- Deliverables
- Project timeline
- How to submit your application (online and via email)
- Interviews
- Appeals process
- What is required before contract can start?
- Questions about the RFQ?
- Q & A



# *Raising Wages for Changing Lives*

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Wage equity for human service workers supports all residents across King County to reach their full potential.



**S E A T T L E  
H U M A N  
S E R V I C E S  
C O A L I T I O N**

# How Far Are We From a Living Wage?

In 2021, King County contracted with 501 Commons to survey nonprofit agencies on their wages and benefits. A living annual wage for a family of two in King County is around \$70k.



Frontline staff are being paid significantly less than a living wage is in King County.

Childcare Assistant \$38k	Shelter Coordinator \$41k	Case Manager \$49k	Program Manager: \$61-66k
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# Human Services Organizations in a Precarious Position

Governments at all levels rely on the skills and expertise of nonprofit organizations to build well-being in communities so that individuals can reach their potential at every stage of life.

Human service providers and elected officials agree that human services workers are significantly underpaid for the difficult work they do, which puts the whole sector in a precarious position.

Historically, front-line staff in human services have been women and people of color.





# What Are The Impacts Of These Low Wages?

It is increasingly difficult for human services workers to live in our communities and stay in human services jobs.

This results in high turnover and extreme difficulty in recruiting for these critical roles.

Chronic low staffing and turnover results in the disruption of relationships between providers and program participants.



# Systemic & Funder Impacts

From the Seattle Times: In January, King County's Department of Community and Human Services put out a request for proposal from local homeless service organizations to operate a 50-bed shelter for adults along Aurora Avenue in North Seattle.

**No agencies applied for the job.**





# Pay Equity Analysis

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- Seattle Human Services Coalition has partnered with the City of Seattle to hire a consultant to conduct countywide research to determine equitable wages for human services workers.
- The analysis will determine equitable wages that considers the skills required, difficulty, experience, education, and responsibility. This counteracts racism and misogyny baked into market-based wages.



# Comparative Wage Analysis - Timeline

Hire

- ~~August 2022~~ ~~Mid-July 2022~~: Hire consultant, determine study design.

Collect

- ~~Sept-Nov 2022~~ ~~July—August~~: Collect data, including interviews.

Analyze

- ~~Dec 2022-Jan 2023~~ ~~Sept—Oct~~: Analyze data. Release Report.

Present

- ~~Feb-May 2023~~ ~~Nov. 2022—Feb. 2023~~: Present to communities.



# Overview

- Open and competitive funding process
- 1 proposal will be funded
- **\$496,000** in COS general fund is available
- Project has two phases
  - Phase I: complete wage analysis
  - Phase II: submit final report, conduct presentations and advise SHSC on report's implementation



# Estimated funding process timeline

Funding Process	Timeline
Funding Opportunity Announcement	May 3, 2022
Last Day to Submit Questions to HSD	<del>May 18, 2022</del> May 23, 2022 by 5:00 p.m.
Application Deadline	<del>May 24, 2022</del> <b>May 31, 2022 by 12:00 p.m. (noon) PT</b>
Applicant Notification and Appeals	<del>June 6-17, 2022</del> June 16-29, 2022
Interviews	<del>June 6-June 17, 2022</del> June 21-27, 2022
Announcement of Successful Applicant	<del>June 21, 2022</del> June 30, 2022
Appeals	<del>June 22-July 1, 2022</del> July 1-July 13, 2022
Final Award Announcement (post appeal)	<del>July 5, 2022</del> July 15, 2022
Contracts Start	<del>July 15, 2022</del> August 1, 2022



# Deliverables

- 1-3 page Executive Summary
- Slide deck of Executive Summary to be used for presentations
- Detailed final report
- Recommendations for a path forward from current state to updated pay structure



# Estimated Project Timeline

Task	Dates
Meet with Equity Funding Roundtable	August 2022 <del>Mid-July 2022</del>
Draft of report due	Mid-January 2023 <del>Mid-October 2022</del>
Final report & executive summary due	January 31, 2023 <del>October 31, 2022</del>
Presentations	February 2023- May 2023 <del>November 1, 2022-February 28, 2023</del>
Advise SHSC Wage Equity Funding Roundtable on implementation	June-September 2023 <del>January-June 2023</del>



# What is required in your application

## Mandatory:

1. A completed and signed Application Cover Sheet (Attachment 1)
2. A completed Narrative Response (4-page limit)
3. A completed Proposed Budget (Attachment 2)
4. A completed Proposed Personnel Detail Budget (Attachment 3)
5. Consultant Questionnaire
6. Proof of Legal Business Name
7. Consultant Inclusion Plan





# How to submit your application

- Applications can be submitted online or via email (see next slides)
- **No faxed, mailed or in-person submissions allowed**
- Applications must be complete and on-time. **HSD is not responsible for ensuring that applications are received by the deadline.**
- Applications due: **May 31, 2022 by 12:00 p.m. (noon)** ~~May 24, 2023 by 12:00 p.m. (noon)~~



# How to submit your application: online

- Submit online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>
  - ❖ Upload your application early in case you have an issue with your internet connectivity
  - ❖ Not an online application – can't save your work
  - ❖ Upload files up to a maximum of 100 MB
  - ❖ Accepts: .pdf .doc .docx .rtf .xls .xlsx
  - ❖ System automatically sends a confirmation to your email
- If you have trouble submitting your application via the online system, contact the HSD Funding Process Advisor Sola Plumacher at [sola.plumacher@seattle.gov](mailto:sola.plumacher@seattle.gov)



# How to submit your application: via email

- Email: [HSD\\_RFP\\_RFQ\\_Email\\_Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov)
  - ❖ Email attachments are limited to 30 MB
  - ❖ The subject heading must be titled: **Wage Analysis RFQ**
  - ❖ Any risks associated with submitting a proposal by email are borne by the applicant
  - ❖ Applicants will receive an email acknowledging receipt of their application



# Interviews

- The top-scoring applicants will move forward to be interviewed
- Interviews will be held between **June 21-27** ~~June 6-June 17~~
- Interviews will be held online using WebEx
- If you need an interpreter, please inform the RFQ coordinator when your interview is scheduled
- Questions and rating criteria will be sent prior to interview
- Submit a list of who will participate in the interview to the RFQ coordinator; bring only those people you list in your application



# Appeal Process

- Applicants have the right to protest or appeal the decision within four (4) business days of the written notification. HSD Director's written decision will be made within 4 business days of appeal receipt. The HSD Director's decision is final.
- Grounds for Appeals: Only an appeal alleging an issue concerning the following subjects shall be considered:
  - Violation of policies established in this funding opportunity.
  - Failure to adhere to guidelines or published criteria and/or procedures established in this funding opportunity. For complete details on how to appeal the funding decision, see HSD Appeals Process.
- No contracts will be executed until the appeal process has closed.



# What documents are required before the contract starts?

- Proof your Seattle Business License is current and all taxes due have been paid
- State of WA Business License
- Evidence of Insurance
- Taxpayer Identification Number and W-9



# Questions about the RFQ?

- Send RFQ questions to the Coordinator, Ann-Margaret Webb, at [ann-margaret.webb@seattle.gov](mailto:ann-margaret.webb@seattle.gov)
- All Q & A will be posted on the [HSD Funding Opportunity](#) webpage within 5 business days
- Only written answers are official responses
- Deadline for submitting questions: **May 23, 2022 by 5 p.m.** ~~May 18, 2022 by 5 p.m.~~





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[City of Seattle \(govdelivery.com\)](http://govdelivery.com)



# Questions?

(Q & A will be recorded)

