



**Seattle Office of  
Labor Standards**

**Seattle Office of Labor Standards  
Request for Proposals**

# **Community Outreach and Education Fund (COEF)**

**2023 Information Workshop**





# Welcome and Workshop Basics

- Webinar Recording
- Public Records Act, RCW 42.56
- Questions In Chat





**Seattle** Office of  
Labor Standards

# Land Acknowledgement

We are on the lands of the first people of this region, the original stewards of this land past, present and future. With gratitude we honor the land and the Coast Salish, Duwamish, Stillaguamish, Suquamish, and Muckleshoot tribes.

# Agenda Overview



**Office of Labor  
Standards Mission**

**COEF**

**Our Values**

**RSJI Commitment**

**Application Process and  
What is New**

**Question and Answer period**



# Seattle Office of Labor Standards (OLS) Mission

**To advance labor standards through thoughtful community and business engagement, strategic enforcement and innovative policy development, with a commitment to race and social justice.**

*The COEF partners with local communities where we aim to create effective outreach and education programs.*



# COEF Theory of Change

**The purpose of the Fund is to build capacity among community organizations to provide labor standards services and information to a wide range of workers**

**To increase workers' knowledge and understanding about their rights under  
Seattle's labor standards through methods that are**

## COMMUNITY CENTERED



## CULTURALLY RELEVANT AND ACCESSIBLE



## LANGUAGE SPECIFIC





# Seattle Labor Standards

**Paid Sick and Safe  
Time**

**Hotel Worker  
Protections**

**Cannabis Employee  
Job Retention**

**Minimum Wage**

**Secure Scheduling**

**Independent  
Contractor  
Protections**

**Wage Theft**

**Domestic Worker  
Ordinance**

**App-Based (Gig)  
Worker  
Protections**

**Fair Chance  
Employment**

**Commuter  
Benefits**

**Grocery Employee  
Hazard Pay**

# OLS Priorities



**Seattle Office of  
Labor Standards**

**Inclusion demographic data are collected from worker surveys**

- **Low-income and historically disenfranchised communities**
- **People of color**
- **Immigrants and Refugees**
- **Women**
- **Veterans**
- **People with disabilities**
- **LGBTQ community**



# About The Fund

**The City created this fund in 2015**

**Funding cycle is for a 24-month contract period**

**\$1.5 Million in funding for 2024**  
**We believe it will be the same amount for 2025**

**The amount of funding available is based on how  
much City Council budgets**

# What Do COEF Partners Do?

- Workers Intakes
- Workshops & Trainings
- Community Capacity Building





# 2023 COEF Impact Data

9

Organizations

1369

Trainings, Meetings  
& Activities

548

Intakes



# Settlements

“This settlement is a big win for not just me but all workers, especially student workers. A lot of people are taken advantage of in their workplace simply because they’re not aware of their rights. This settlement proves that workers can speak up for themselves without fear of losing their jobs or not being able to find future work.”

**Monica Lopez-Perez**

**\*2023 Total Assessed**



**\$716,037**

**\*For-Profit & Non-Profit**



# Race & Social Justice Initiatives Objectives



RACE & SOCIAL JUSTICE INITIATIVE



- Support
- Engage
- Leverage opportunities
- Provide open and transparent communication



# Supporting Community Organizations

## How do we accomplish this?

- COEF partner feedback
- Incorporate City Budget Office (CBO) requirements
- 2-year contracts
- Offer materials and trainings



# Engaging Communities

## How do we accomplish this?

- Understanding where communities are most impacted by labor standards violation
- Provide translated versions of OLS materials
- Provide interpretation for COEF meetings
- Review personal stories
- Primary language impact reports





# Leveraging Opportunities



## How do we measure this?

- Outreach and training activities data collection
- Collect stories about what our COEF partners offer workers in addition to labor standards training
- Embrace COEF collaboration within the cohort

# Open and Transparent Communications



## How do we measure this?

- Provide monthly summaries from 1-on-1 meetings about the barriers, progress, and best practices
- Offer spaces for peer engagement at our quarterly meetings
- Transparent communications from OLS that disclose organizational challenges and staff transitions





# What's New This Year?



# Service Strategy Model

## What does this mean?

- Organizations can choose to focus on a specific type of worker, like "Retail and Restaurant Workers"
- Organizations can apply for multiple survey strategies
  - Must submit separate applications for each



# Organizations Outside of Seattle

Organizations outside of the City of Seattle are welcome to apply.

Must be able to show that your focus population works within the City.



# Timeline

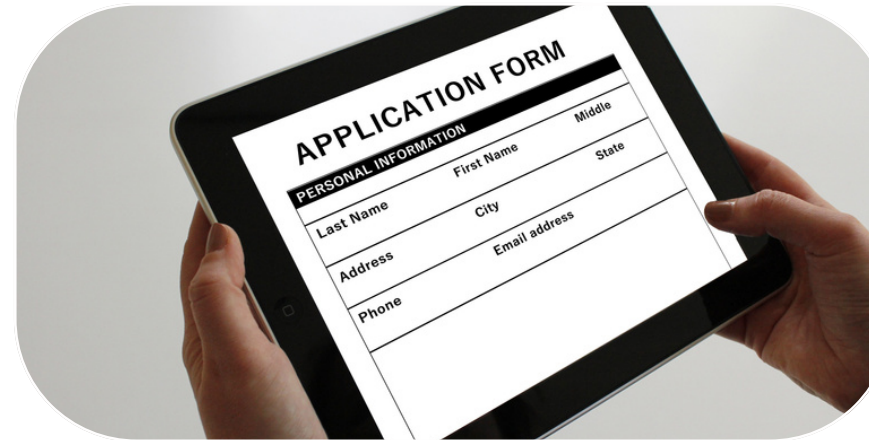
## LAST DAY FOR QUESTIONS



**12pm, Tuesday September 19**

Ask questions by this date so we can help you submit your applications on time!

## APPLICATION SUBMISSION



**Due by 3pm on Tuesday  
September 26**

Apply using Adobe Form

## OPTIONAL PRESENTATION



**October 4-6**

1 hour time slots

Schedule using link emailed after you submit!



# What Do You Need to Submit?

Cover Page

Response to  
Application Questions

Proposed Budget

Consultant Questionnaire

Consultant Inclusion Plan

Proof of Legal  
Business Name

Contract Exceptions  
(Optional)

Scroll down for the documents!



# Submitting Questions & Getting Responses

1



Send your questions to  
[OLS\\_RFP@seattle.gov](mailto:OLS_RFP@seattle.gov)

or call (206) 256-5297, ask for  
Meredith, or leave a message

2



We will respond directly to you  
and try to help with any issues or  
questions you have

3



- Questions and responses will be posted on the Office of Labor Standards website
- Applicants will have access to the same information



# How Are Proposals Evaluated?

- Evaluation Committee
- Rubric
- Final Determination





# Rubric

## WHO ARE YOU?

Clear description of org +  
race and social justice  
framework

Capacity to process and  
submit invoices and  
reports timely

Connection to workers  
and labor sectors

## WHO WILL BENEFIT?

Can provide culturally  
relevant and language  
specific support

Clear idea of how to  
increase worker's  
knowledge of rights

Experience doing  
technical education with  
low-wage workers

# Rubric

## WHAT DO YOU WANT TO DO?

"Scope of Work" that shows a long-term approach

Realistic work plan that outlines actions needed to complete Scope of Work

Budget including scope of work, labor, and other funding sources

## HOW WILL IT MAKE A DIFFERENCE? HOW WILL YOU KNOW?

Identifies communities' needs and barriers to access

Work plan addresses those needs

How org will collect data to assess impact

# Rubric

## WOMEN AND MINORITY BUSINESS ENTERPRISE (WMBE) INCLUSION PLAN

Good faith effort to  
develop goals of inclusion

WMBE integrated in extra  
work opportunities

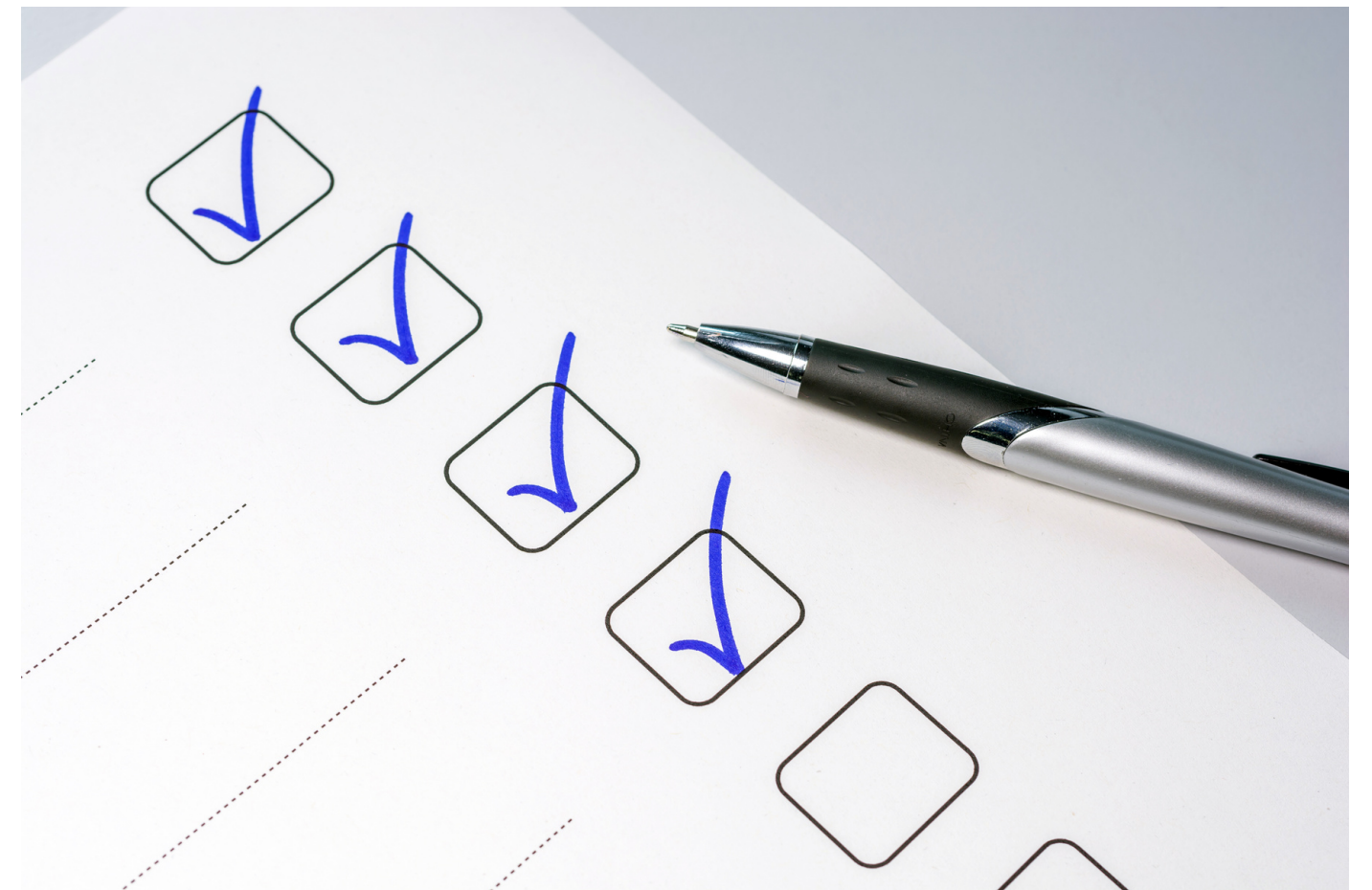
Strategy to include WMBE  
in all phases of work plan

- New requirement this funding cycle; required under City Ordinance
- Looking for everyone to do their best to fill out the plan
- Generally, non-profits are not considered WMBEs so we're looking for your plans to hire WMBEs for any subcontracting (like for example, graphic designers, printers, cleaning companies)



# After selection, what do partners have to do for OLS?

- Negotiate contract
- Attend OLS retreats
- Monthly 1:1 with contract manager
- Quarterly meetings with the COEF cohort
- Timely submission of invoices and reports
  - Data reporting and training logs monthly
  - Qualitative report quarterly
  - Expenditure reports every 6 months



# What do contract and reporting documents look like?

Monthly Invoice  
and Data Report

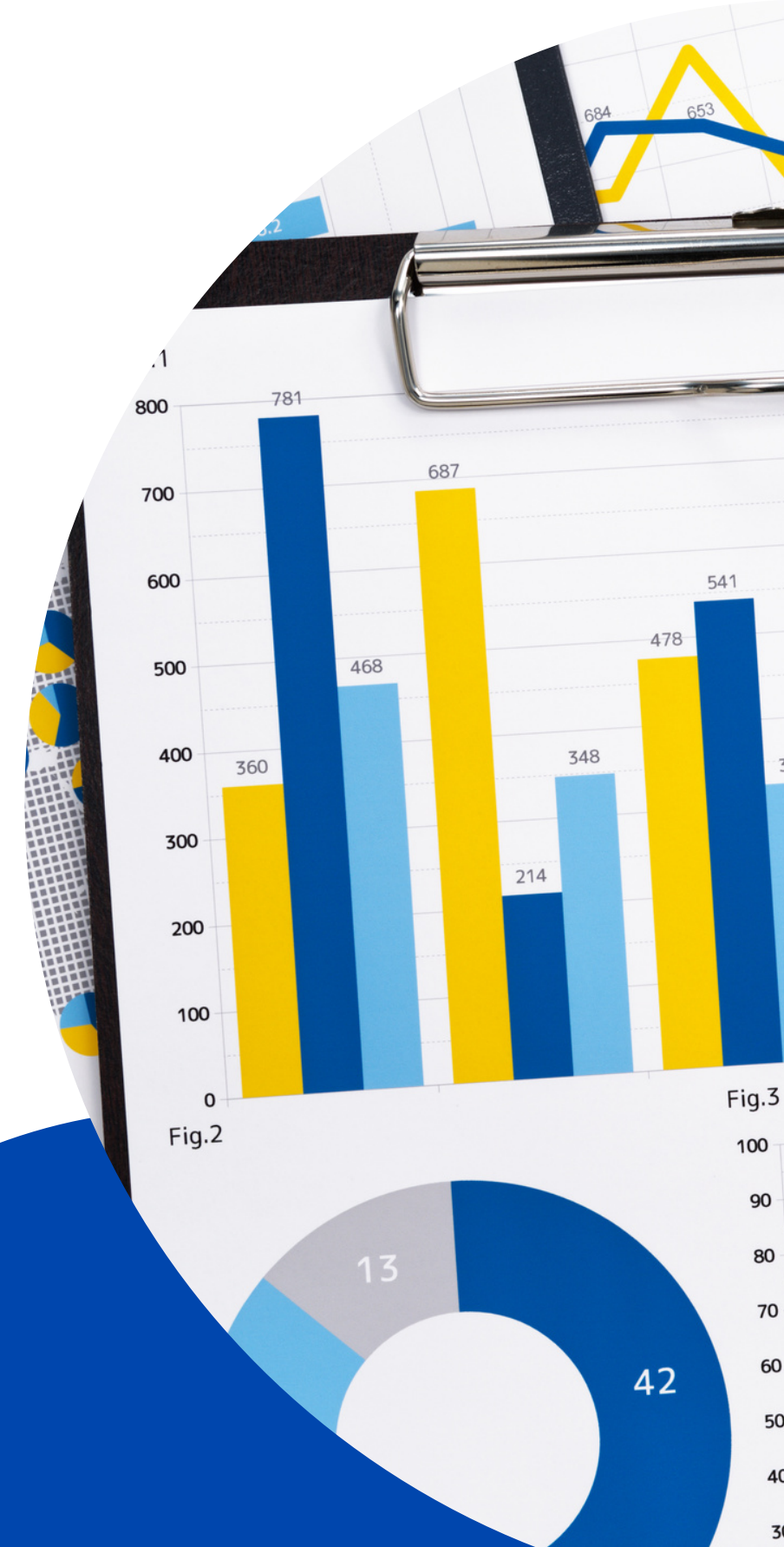
Expenditure  
Report

Template  
Contract

Quarterly  
Narrative Report

Training Log

download the “Contract Exceptions” PDF to view





# Contact Us

Meredith Ruff  
Procurement Contact

(206) 256-5297

[OLS\\_RFP@seattle.gov](mailto:OLS_RFP@seattle.gov)



# THANK YOU AND QUESTIONS?

