



2024-2025 DWO PSST HIRING-ENTITY EMPLOYER RFP
APPLICATION COVER PAGE

Please submit one cover letter per organization.

Organizational Information	
Applicant Organization Name:	
Organization Website:	
Organization Executive Director:	
Organization Address:	
Organization Primary Contact Name:	
Organization Primary Contact Title:	
Organization Primary Contact Email:	
Organization Primary Contact Phone Number:	
Organization Type Non-Profit Faith-based Other (Specify):	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Faith-Based <input type="checkbox"/> Other (Please specify):
Federal Tax ID or EIN:	
WA Business License Number:	
Number of Full Time Staff	
Number of Active Volunteers (averaging 3-5 hours of work each week, or 12-20 hours a month)	
Funding	
Are you applying as part of a collaborative? If so, are you the lead or a subcontractor? (Each organization must complete a cover page.)	
Funding Amount Requested:	
Would you like funding if we are unable to allocate your full request? (<i>Scope will be adjusted during contract negotiations if funding is less than full request.</i>)	
What is the minimum amount you need to provide the activity(ies) you propose?	

1. Please provide a brief description on your organization's mission and the services you provide. Describe your organization's previous success providing labor standards outreach and education or comparable services.
2. Please describe the demographics of the communities you work with. Demographics can include information about race, ethnicity, immigration or refugee status, languages, gender, LGBTQIA+, religion, age, employment sector or industry, or other relevant details you wish to include.
3. Please describe the area(s) within Seattle and, if applicable, surrounding areas in which you plan to provide services. You may list neighborhoods, council districts, or surrounding cities to help describe your anticipated coverage zone.

Organization Name



**Seattle Office of
Labor Standards**

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4. Do you provide culturally and language specific services? If so, please list the language(s) and the number of staff who speak each language. Please note any other resources (volunteers, subcontractors, etc.) you may leverage to provide in-language services.
5. Has your organization previously applied for or received funding from OLS? How many, if any, of your staff have worked under previous OLS consultant contracts? How many years have these staff members done outreach and education as part of previous OLS contracts? Note: You will not be penalized if your organization has not done outreach and education with OLS or with OLS contracts.

Organization Name