



**Seattle Office of  
Labor Standards**

## **COMMUNITY OUTREACH AND EDUCATION FUND REQUEST FOR PROPOSAL: 2022-2023 GUIDELINES**

**Issued: September 9, 2021**

**Deadline: October 7, 2021 at 5:00 pm PST**

**Contact: Megan Jackson, OLS Engagement Specialist at  
megan.jackson@seattle.gov or call (206) 256-5218 for application assistance**

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### **Office of Labor Standards Mission**

The City of Seattle created the Office of Labor Standards (OLS) to increase workplace equity and establish a fair and healthy economy for workers, businesses, and residents. The mission of OLS is to advance labor standards through thoughtful community and business engagement, strategic enforcement, and innovative policy development with a commitment to race and social justice.

### **Labor Standards Community Outreach and Education Fund**

For successful implementation of Seattle's labor standards, workers must understand their rights and businesses must fulfill their obligations. The Community Outreach and Education Fund provides funding to community organizations to increase workers' awareness and understanding of rights provided by Seattle's labor standards. OLS seeks to partner with community to facilitate outreach and education, provide individualized services to workers in Seattle, and develop collaborative approaches to enforcement.

While all workers are at risk for workplace violations, data shows that low-wage workers experience the highest rates of workplace violations. Demographic populations most likely to occupy low-wage jobs and experience workplace violations include:

- Black workers
- Indigenous workers
- Latino workers
- Workers of color
- Immigrant and refugee workers
- LGBTQ workers
- Female workers
- Workers with disabilities
- Veterans
- Young Workers

To achieve racially and socially equitable outcomes in the enforcement of Seattle's labor standards, the Fund specifically supports these targeted populations. The Fund seeks to establish collaborative relationships with community-based organizations to:

- Increase workers' knowledge and understanding of the rights provided by Seattle's labor standards through methods that are community centered, culturally relevant and accessible, and language specific;

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- Expand workers' access to resources to enforce labor standards and ensure their rights are protected; and
- Build capacity among community organizations to provide labor standards services and information to a diverse range of workers.

OLS is committed to ensuring racial and social equity in the administration of the Fund, and relies on the following guiding principles:

- Support communities most impacted by labor violations by partnering with organizations who work in these communities and have their trust;
- Build capacity within organizations that work to eliminate racial and social inequity in the community by providing training and technical support;
- Engage communities through language-specific and culturally appropriate outreach and education by providing organizations with translated vital documents; and
- Communicate consistently with organizations to address barriers, progress, best practices, and lessons learned that result from the funding process.

## **Seattle's Labor Standards Ordinances**

The Office of Labor Standards is responsible for educating businesses and employees, as well as enforcing, 17 different labor standards. They are:

1. [Paid Sick and Safe Time Ordinance \(PSST\)](#), requiring employers to provide paid leave for absences due to medical conditions, domestic violence, or other critical safety issues;
2. [Fair Chance Employment Ordinance \(FCE\)](#), restricting how employers can use conviction and arrest records during the hiring process and course of employment;
3. [Minimum Wage Ordinance \(MW\)](#), establishing a minimum hourly wage that rises with the annual rate of inflation;
4. [Wage Theft Ordinance \(WT\)](#), requiring employers to pay all compensation owed to workers (including wages and tips);
5. [Secure Scheduling Ordinance \(SS\)](#), establishing predictable scheduling requirements for large retail and food service establishments;

### **Hotel Employee Protections Ordinances (HEP):**

6. [Hotel Safety Protections Ordinance](#), requiring employers to take measures to prevent, address, and respond to violent or harassing guest conduct.
7. [Improving Access to Medical Care Ordinance](#), requiring employers to make monthly healthcare expenditures to, or on behalf of, covered employees to increase their access to medical care.
8. [Hotel Employees Job Retention Ordinance](#), requiring employers to provide advanced notice to covered employees of changes in ownership and requiring the incoming employer to retain covered employees for a certain time after the change in ownership.

9. [Protecting Hotel Employees from Injury Ordinance](#), restricting the workload of hourly employees who clean the guest rooms of a covered hotel or motel to reduce the frequency and occurrence of injuries associated with room cleaning.
10. [Domestic Workers Ordinance \(DWO\)](#), establishing protections for independent contractors and employees who provide domestic services in and around the homes of thousands of Seattle families.
11. [Commuter Benefits Ordinance \(CBO\)](#), requiring employers to provide commuter benefits on a pre-tax basis.
12. [Independent Contractor Protections Ordinance](#) (goes into effect September 2022), requiring hiring entities to provide independent contractors with disclosures prior to entering into a contract and at the time of payment and to provide timely payment.

#### **COVID-19 Gig Worker Protections Ordinances**

13. [Gig Worker Paid Sick and Safe Time Ordinance \(GWPSST\)](#), temporarily providing paid sick leave for gig workers during the COVID-19 emergency.
14. [Gig Worker Premium Pay Ordinance \(GWPP\)](#), temporarily requiring Food Delivery Network Companies to pay gig workers amounts of premium pay for online orders that have a pick-up or drop-off point in Seattle during the COVID-19 emergency.
15. [Grocery Employee Hazard Pay Ordinance \(GEHP\)](#), temporarily requiring grocery businesses in Seattle to pay hazard pay to their employees during the COVID-19 emergency.

#### **Transportation Network Company Ordinances**

16. [Driver Deactivation Rights Ordinance \(DRC\)](#), providing TNC drivers with certain rights and protections when they have been deactivated from a TNC's platform.
17. [Transportation Network Company Minimum Compensation Ordinance \(TNC\)](#), requiring TNCs like Uber and Lyft to provide a minimum guaranteed per-trip payment that is at least the equivalent of Seattle's large employer minimum wage plus compensation for reasonable expenses.

## **Request for Proposal (RFP)**

The next funding cycle will run for two years from 2022-2023. Total funds available for 2022 are \$1.5 million contingent upon approval by City Council. The same amount has been proposed for 2023 and is contingent upon approval by the City Council.

OLS will provide an introductory labor standards training upon request, as well as a request for proposal workshop to assist applicants. Please see dates below.

Organizations can apply individually or as part of a collaborative group with one organization as the lead. OLS encourages organizations to apply in the capacity that best fits their needs and helps achieve desired worker engagement goals. There will be no penalty or preference for either individual or collaborative applications. Below are a few suggestions for what we think make strong individual or collaborative applications.

A strong individual organization applying will:

- Have a clear vision of worker engagement goals;
- Have a comprehensive plan to meet worker engagement goals; and

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- Have organizational infrastructure and staff capacity to submit reports, process invoices and have dedicated staff to complete work goals.

In addition to the above, a strong collaborative group applying will:

- Have 2-3 unifying reasons for why they are working together and have a clear vision for worker engagement to accomplish their goals;
- Have a lead organization that has the infrastructure and staff capacity to collect reports, disperse funds, and provide consistent training and technical support to other sub-contracting organizations as needed. We strongly encouraged the lead organization to have at least one dedicated staff to oversee this work and to ensure collective goals are reached; and
- Have a well thought-out process for how the collaborative group will delegate and share work, disperse and receive payments, and hold each other accountable.

### **Statement of Need and Intent**

OLS partners with community organizations and collaboratives that prioritize race and social justice. OLS seeks proposals to increase worker understanding of Seattle labor standards, provide language-specific outreach and technical assistance, and build trust with low-income worker communities to access labor standards enforcement and complaint resolution throughout Seattle. Ideally, organizations will have experience or demonstrated ability in two or more of the below areas:

- Conducting outreach to low wage workers;
- Conducting outreach to BIPOC communities;
- Providing language-specific resources and materials when applicable;
- Providing labor standards training, counseling, referrals, or complaint resolution services to worker communities; and
- Supporting investigations and enforcement through activities such as identifying vulnerable workers and conducting trainings.

### **A. Application and Interview Requirements**

**Please note that OLS will not consider incomplete applications. Applications are due to, Megan Jackson, OLS Engagement Specialist, at [megan.jackson@seattle.gov](mailto:megan.jackson@seattle.gov) by October 7, 2021 at 5:00 pm PST. Please do not include brochures or letters of support with your application.**

**Below are the application and interview requirements:**

1. Written Application
  - a. Cover Page (Attachment A).
    - i. For organizations applying as a collaborative, please submit one Cover Page per organization in the collaborative.
  - b. Application Questions (Attachment B).
    - i. If applying as a collaborative, please submit only one response for the collaborative.
  - c. Budget (Attachment C).

2. Interview with the selection committee
  - a. Organizations must attend a 30-minute online interview with the selection committee to be scheduled from October 13-15 to answer questions provided in advance (Attachment D), as well as additional questions from the committee.
    - i. Interviews will be scheduled after your proposal is received. See calendar below for interview dates.
    - ii. Organizations with 3 or more collaborative members may request additional interview time.
    - iii. Organizations may request an interpreter. Additional time will be added to accommodate interpretation.
      1. Please include interpretation requests in the body of your submission email.

## B. Reporting

- a. In addition to agreed-upon services, recipients will be expected to provide the following reports. Please see Sample Reports for reference (Attachment E).
  - i. Monthly quantitative data report on workplan activities (Attachment E)
  - ii. Monthly verification reports for selected workplan activities agreed upon at contract negotiation. In 2021, worker trainings had additional verification reports (Attachment E)
  - iii. Quarterly narrative report to describe success and challenges (Attachment E)
  - iv. Organizations are encouraged to consider this reporting responsibility as a budgeted resource in proposals.
- b. OLS will periodically conduct site visits and evaluate outreach materials, training methods, financial reporting, and related documents.

## C. OLS Community Partner Commitment

Because OLS is committed to partnership with community organizations, recipients will receive training and technical support on all ordinances. Should your organization hire new staff during the contract period, OLS will offer these trainings, as needed.

## Contract Obligations & Relationship with OLS

1. Recipients will provide the following to OLS
  - a. Monthly reporting and invoicing for activities completed from scope of work.
2. Selected organizations will attend the following:
  - a. Quarterly COEF meetings attended by all community partners.
  - b. Check-ins with the contract manager as needed.
  - c. Quarterly trainings with OLS Investigators.

**Commented [MS1]:** Do we have an example of the reporting form and would it make sense to provide it as an attachment for informational purposes? This might be helpful to new applicants to the COEF.

**Commented [PC2R1]:** Yes, we always add have sample reporting forms. I forgot to add the attachment.

**Commented [PC3]:** [Marchese, Steven](#) how is this new language for description of reporting?

**Commented [MS4R3]:** Looks good. Thank you!

**Commented [MS5]:** Could we use the term "recipients" instead? Just a suggestion – feel free to ignore.

**Commented [PC6R5]:** I am good with recipients

- d. Trainings on existing ordinances and any new additions.
- e. Industry Cluster Outreach Meetings
  - (1) In 2021, COEF partners participated in 1-2 of the following Industry Cluster Groups held seven times throughout the year:
    - (a) App Based Drivers
    - (b) Domestic workers
    - (c) Restaurant and Retail workers
    - (d) Residential Construction workers
  - (2) 2022-2023 Industry Cluster group will be determined in the beginning of the contract.

**Commented [MS7]:** (May want to include examples here in parenthesis)

**Commented [PC8R7]:** Okay will include brief description of 2021 Industry Cluster groups

**Commented [PC9]:** Marchese, Steven new language added for Industry cluster groups – is it too much or do you just want a list in parentheses?

**Commented [MS10R9]:** Looks fine

## D. Evaluation Criteria

OLS will review and evaluate proposals based on the following criteria:

1. Applicant(s) lead with a race and social justice framework in internal and external practices;
2. Applicant(s) has established connections with low-wage worker communities and can provide culturally relevant and language-specific support to worker populations as needed;
3. Applicant(s) demonstrates clear strategies for engaging with low-wage worker communities to increase workers' knowledge of their rights, awareness of how to file a complaint, and/or other ways to work with OLS;
4. Applicant(s) demonstrates successful experience educating worker populations on technical information (this can include, but is not limited to, Seattle's labor standards);
5. Applicant(s) has the organizational capacity (individually or as a collaborative), including the financial controls, to process and submit invoices and reports in a timely manner; and
6. Applicant will have a comprehensive plan to complete the scope(s) of work.

## E. Submission Process and Deadlines

All required documentation identified in this RFP must be **fully completed and received** electronically to Megan Jackson, OLS Engagement Specialist, at [megan.jackson@seattle.gov](mailto:megan.jackson@seattle.gov) by October 7, 2021 at 5:00 pm PST. Please review the timeline below for important dates and deadlines.

Timeline and Important Deadlines:	
September 9, 2021	OLS distributes Request for Proposal
September 15, 2021	The 2022-2023 Community Outreach and Education Fund RFP Information Workshop will be held online September 15, 2021 at 1:00 pm PST. Attendees will learn about purpose and goals of the fund and have the opportunity to network with other organizations. Please register <a href="https://www.surveymonkey.com/r/COEF2022">for the workshop here: https://www.surveymonkey.com/r/COEF2022</a> . Those who are unable to attend the training may view a recording on the <a href="#">Office of Labor Standards website</a> .

	<p>Please submit requests for interpretation to Megan Jackson, Engagement Specialist, at <a href="mailto:megan.jackson@seattle.gov">megan.jackson@seattle.gov</a> or call (206) 256-5218 by September 13, 2021 at 5:00 pm PST.</p> <p><b>*First time applicants</b> are encouraged to view <a href="#">recorded trainings for Seattle labor standards ordinances</a>. Contact Megan Jackson, Engagement Specialist, at <a href="mailto:megan.jackson@seattle.gov">megan.jackson@seattle.gov</a> or call (206) 256-5218 for follow-up questions.</p>
October 7, 2021	<p><b>Proposals Due</b>  <b>Proposals must be received electronically by October 7, 2021 at 5:00 pm PST.</b>  Applicants may submit proposals electronically using the subject line "Labor Standards Community Outreach and Education Fund Proposal" to OLS at <a href="mailto:megan.jackson@seattle.gov">megan.jackson@seattle.gov</a>.</p> <p>Once your proposal is received, OLS will contact your organization to schedule your interview.</p>
October 7, 2021	<p>Deadline to submit requests for language interpreter at interviews. <u>Please include your request in the proposal submission.</u></p>
October 13, 14, 15	<p>Interviews – time TBD.</p>
December 2021/January 2022	<p>OLS announces funding decisions.</p>
January 2022	<p>Organizations begin contract period for a 24-month term.</p>

Commented [PC11]: @Alcalde, Kristian and @Marchese, Steven new language that @Jackson, Megan added – please let us know if there are any additional edits.

Commented [MS12R11]: Looks good. Thanks!

Commented [AK13R11]: Perfect! Thanks!

## F. Contract Terms

The selected fund recipients will execute a contract that identifies agreed-upon services and requires compliance with Seattle’s civil rights and labor standards ordinances, including the Fair Employment Practices (SMC 14.04), Public Accommodations (SMC 14.06), Fair Contracting Practices (SMC 14.10), Paid Sick and Safe Time (SMC 14.16), Fair Chance Employment (SMC 14.17), Minimum Wage (SMC 14.19), Wage Theft (SMC 14.20), Secure Scheduling (SMC 14.22), Domestic Workers (SMC 14. 23), and Independent Contractor Protections (SMC 14.34), effective September 2022. Conduct made unlawful by these ordinances constitutes a breach of contract and may result in the imposition of damages and civil penalties.

OLS will provide thorough labor standards training to the leadership of organizations that participate as Fund recipients.

