

## **Finance & Administration Committee & Board Invitation to Rate and Review RFP**

Hello,

As you may know, the WDC is preparing to release a Request for Proposals (RFP) for WIOA Youth Services, this includes up to \$900,000 in funding for In-School and Out-of-School youth services in King County. Final proposals from bidders are due around early February 2024, after which the WDC will convene a panel of raters to read, rate, and help recommend investments.

The WDC would like to invite you to be a rater on this committee. This rating committee is key to having a fair, open, transparent procurement process and we appreciate your consideration of this request.

Logistics are still being finalized, but here is what you can expect as a rater:

- Raters will have an orientation meeting mid-February that will cover rating materials, and process.
- Raters will be assigned no more than 10 applications to rate and review.
  - While the WDC expects a high volume of applications, we will not know the final amount until all are submitted. Therefore, the final number of applications to rate may be less than 10.
  - Applications are maximum 12 pages of narrative answers plus a limited number of attachments.
- Raters will have about two work weeks to read and rate proposals
- Raters will convene in the week of TBD to discuss and make recommendations of award(s).
- The WDC Board will convene on TBD to review recommendations and make final award decision(s)

We very much appreciate you considering joining the rating committee – your expertise and perspective are vital to ensuring an excellent, equitable process. If you have questions about what to expect and/or want to confirm your participation, please email Sheena Clarke ([sclarke@seakingwdc.org](mailto:sclarke@seakingwdc.org)).