

## REQUEST FOR QUALIFICATIONS

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TO: Interested Parties  
FROM: Workforce Development Council of Seattle-King County  
RELEASE: **July 1, 2021**  
REFERENCE: RFQ #21-01  
SUBJECT: Racial Equity Consultation  
Facilitation, Training & Organizational Development

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### SUMMARY

The Workforce Development Council of Seattle-King County (WDC) issues this Request for Qualifications (RFQ) for outside parties to provide facilitation, training, coaching, and project management.

The objectives of this RFQ are to:

Create a roster of qualified consultants/contractors to provide facilitation, training, coaching and organizational development services to support the WDC's ongoing organizational development and support needed to operationalize racial equity. Consultants will provide direct support to the WDC's newly formed Racial Equity Committee and WDC staff in developing shared analyses and a roadmap toward building organizational capacity to effectively advance racial equity and economic justice in the organization's work.

The WDC plans to approve one or more applicants to be part of a list of consultants who will be eligible for selection based on organizational needs. Selection will be made by August 2021. The WDC may select a consultant or invite them to bid on each project. Each approved consultant will remain on the list from the date approved by the WDC for a period of two years. The RFQ process may be revisited during this time to invite additional consultants to qualify for services and/or to extend the duration of the roster.

### I. PROJECT OVERVIEW

#### REGIONAL TRANSFORMATION

In late 2018, the WDC Board of Directors and its stakeholders set a new vision for a region-wide workforce development system and role of the WDC to catalyze and support an equity-centered and industry-driven approach.

*This transformation strives to:*

- Leverage and align federal and other workforce resources to increase scale and maximize investment impact.
- Improve system structure, efficiency, and delivery through collaboration and coordination.
- Remove barriers, racial disparities and provide equitable opportunities for residents to obtain and grow into living wage opportunities.
- Coordinate and centralize industry engagement to inform workforce development system partners and strengthen partnerships.
- Engage and partner with community and workforce training and system stakeholders to create innovative programs and practices to serve job seekers and businesses.

## RACIAL EQUITY COMMITMENT

The Workforce Development Council of Seattle-King County is committed to centering racial justice in our work while also addressing other inequities and disproportionately impacted communities to support economic opportunity and inclusion. In keeping with these goals, the WDC has intentionally incorporated racial equity into its organizational priorities and governance structure. The WDC Board's Racial Equity Committee (REC) was created to oversee our progress toward achieving racial equity goals for the local workforce system while intentionally dismantling White supremacy and its systemic impacts.

The REC is a new committee of the WDC created to track our progress toward racial equity and advancing anti-racist policies within the workforce system. The committee is comprised of dedicated WDC Board members and community stakeholders who represent the diverse voices of our local communities and the workforce system. Through the collective knowledge and expertise of this group, the REC will guide the work of the WDC towards reducing disparities and achieving racial equity for King County residents according to the vision outlined in the organization's 2021 [Regional Strategic Plan](#). The WDC is seeking a consultant to support the REC in developing a foundational grounding in racial equity through meeting facilitation and shared learning activities including racial equity workshops and trainings. These services will be provided to the WDC Board, staff, and committees.

Each element of meeting facilitation, racial equity trainings, and workshops should be grounded in the principles of equitable workforce development, with a focus on communities of color and how structural racism plays a role in systems, especially workforce development systems, and the delivery of services.

## SCOPE OF WORK

The WDC intends to create a roster of qualified consultants/contractors to support the WDC's ongoing organizational development and support needed to operationalize racial equity. These services will be provided to the WDC Board, staff, and committees. Applicants may submit their qualifications to be considered for one of more services. The different services and activities include but are not limited to:

- **Leadership:** Plan and consult with the Racial Equity Committee Chair, other committee members and WDC staff to develop an initial work plan, approach and deliverables;
- **Assessment:** Organization-Wide Racial Equity Assessment including staff capacity, policies, programs and practices;
- **Training and Facilitation:** Provide racial equity training and facilitation for board and committee members, staff, and WDC partners;
- **Organizational Development:** Provide guidance and technical assistance to build organizational and staff capacity;
- **Accountability:** Develop accountability and performance metrics;
- **Project Management Support;** and
- **Operationalization:** Provide and develop tools and assist in the operationalization of those tools to advance racial equity across the organization's programs, policies, and practices.

## II. RESPONSE FORMAT

Entities submitting a response to this RFQ should highlight:

### A. Experience and Qualifications

1. Identify the individual(s) who would serve as lead for the work proposed.
2. Describe the composition of the individual's organization and staffing, including BIPOC (Black, Indigenous, and People of Color) representation.
3. Describe the individual's interest and experience facilitating groups with a racial equity focus and conducting trainings and workshops to develop a common racial equity philosophy and discipline.
4. Describe the individual's interest and experience working with strategic plans, the public workforce system, and complex multi-faceted projects.
5. Provide examples of previous work experience in working with non-profit Boards and committees.
6. Describe how you would effectively measure and analyze achievements, processes, successes/best practices, challenges, and lessons learned.

## **B. Resumes and References**

1. Attach a detailed resume for the individual(s).
2. Attach a list identifying three (3) business references for the interested organization, including names, addresses, phone numbers, and e-mail addresses of organizations or entities for whom comparable work has been accomplished, and briefly define the type of service provided. By providing references the interested organization authorizes the WDC to contact the references.

## **C. Formatting and Attachments**

1. Each response is limited to 3 pages of narrative in a 12-point, Times New Roman font, with double-spaced pages and one-inch margins.
2. Tables and charts included in the response, as appropriate and necessary, are exempt from the double-spacing requirement.
3. Resumes and business reference attachments are exempt from page limit and format requirements.

## **III. COST AND BUDGET**

Provide fee structure for your services. After organizations are selected based on qualifications, experience, and proposed approach, one or more interviews may be held. The WDC requests that interested parties prepare a budget summary simultaneously with the RFQ submittal, to be prepared for the next procurement step of structured interviews. Organizations selected for interview may be expected to discuss proposed budget details.

## **IV. RATING CRITERIA**

Each complete RFQ response received by the deadline will be evaluated based on the following experience and qualifications:

Deep expertise in the concepts and impacts of institutional and structural racism, with demonstrable experience in guiding organizations through development of shared analysis on racial equity principles and how to operationalize racial equity as a discipline.

*(50 points)*

Strength of the organization/individual/ lead's experience with similar types of projects (i.e. facilitation, training, coaching, project management consultation).

*(50 points)*

## V. PROPOSAL SUBMISSION

- A. RFQ responses are due no later than **July 30, 2021, 5pm PDT**, and shall be delivered electronically in PDF format to: [contracts@seakingwdc.org](mailto:contracts@seakingwdc.org), with RFQ #21-01 in the subject line.
- ~~B.~~ Questions about the RFQ and procurement process will be accepted and answered at [contracts@seakingwdc.org](mailto:contracts@seakingwdc.org) until **July 23, 2021, 5pm PDT**. **Questions and answers will be posted in a weekly digest at seakingwdc.org.**
- C. Qualified respondents will be notified by **August 16, 2021**, and may receive a request for an interview to be scheduled before **August 31, 2021**.
- D. The WDC reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contract(s) in whole or in part as is deemed to be in the best interests of the organization. The WDC reserves the right to request additional information, to negotiate with any or all respondents on modifications to proposals, and/or to integrate components across proposals to achieve maximum efficiency. All awards are contingent upon available funding. All awards are subject to modification as federal, state, and WDC policies and procedures evolve.
- E. Procurement and contracting for all services shall conform to state and federal guidelines. All records shall be maintained in accordance with state and federal record keeping requirements.