



Office of Performance, Strategy, and Budget

## REQUEST FOR PROPOSALS (RFP)

### CAREER PATHWAYS FOR YOUTH AFFECTED BY GUN VIOLENCE

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Short Title: Youth Career Pathways

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RFP Release Date: **March 20, 2023**

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Due Date: **April 21, 2023 by 12:00 p.m.**

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RFP Lead: Andrew Larson, [alarson@kingcounty.gov](mailto:alarson@kingcounty.gov)

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Funding: \$1 million in federal Coronavirus State and Local Fiscal Recovery funds

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**Submitting a Proposal** Proposals are hereby solicited and will be received via Zoom Grants no later than 12:00 p.m. on the due date noted above. The services procured through this RFP shall be provided in accordance with the following and the attached instructions, requirements, and specifications. Applicants are responsible for regularly checking <https://kingcounty.gov/depts/executive/performance-strategy-budget/COVID-19-Relief-Grants/Current-Grants.aspx> for any updates, clarifications, or amendments to this RFP.

**Access the ZoomGrants application directly at:**

<https://www.zoomgrants.com/gprop.asp?donorid=2209&limited=4595>

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## I. Introduction

On March 11, 2021, President Biden signed the American Rescue Plan Act (ARPA) into law. Section 9901 of ARPA amended Title VI of the Social Security Act to add section 603, which establishes the Coronavirus Local Fiscal Recovery Fund (CLFR). King County, Washington was provided a CLFR distribution directly by the U.S. Treasury and is empowered to utilize this funding for costs associated with responding to the COVID-19 public health emergency and its negative economic impacts.

With the passage of ARPA, the county moved decisively to initiate its recovery plan. King County Executive Dow Constantine and the King County Council enacted an emergency supplemental budget to launch a portfolio of programs designed to continue funding the COVID response and make equitable economic recovery investments in the community, with a focus on the people and places disproportionately impacted by the pandemic. Under the banner “Revive and Thrive Together,” these programs are designed to create a permanent and positive difference for all people in the county.

Ordinance 19289 passed by King County Council on May 25, 2021, adds \$1,000,000 for the King County Performance, Strategy, and Budget Office to support a gun violence prevention grant program for community-based organizations in response to the COVID-19 public health emergency.

### A. What is the specific focus of this Request for Proposals?

King County seeks to fund data-informed, community-focused violence deterrence/intervention programs for youth ages 12-28 who have been directly or indirectly affected by gun violence. Areas of focus are positive identity development and economic strengthening through well-being and mental health supports, workforce and career guidance, and direction to obtain gainful employment.

### B. What is the Regional Community Safety & Well-being Plan?

The Regional Community Safety & Well-being Plan (RCSWP) is an initiative overseen by Public Health – Seattle & King County (PHSKC) for the strategic development of a tailored, unique approach to reduce and eliminate gun violence across the region. King County engaged community leadership to participate in multi-disciplinary workgroups across five focus areas:

- Education
- Workforce Development
- Juvenile Justice
- Community Safety
- Health and Human Services

The RCSWP Workforce Pathways Development workgroup produced a set of priorities and recommendations for future action and consulted on the deployment of funds and design of this funding opportunity.

## II. Equity and Social Justice

For many in our region, King County is a great place to live, learn, work, and play. Yet we have deep and persistent inequities - especially by race and place - that in many cases are getting worse and threaten our collective prosperity. In 2020, Executive Constantine declared racism as a public health crisis (for more information, see [King County's website](#)) and set forth policy priorities to bolster King County's commitment to being intentionally anti-racist and accountable to Black, Brown, and Indigenous People of Color. Equity and Social Justice (ESJ) is an integrated part of the County's work and foundational to the work of COVID recovery. Our goal is to ensure that all people, regardless of who they are and where they live, can thrive, with full and equal access to opportunities, power, and resources.

For all CLFR-funded programs, we seek to support community-led and community-informed organizations that are reflective of and embedded in the communities they serve across all aspects of their leadership and service. We further seek to support organizations that recognize and address the disparities that exist in our communities.

Applicants may be asked to demonstrate an understanding and a commitment to the principles of ESJ as shown through their staffing and their board, services tailored to community need and commitment to social justice and continuous improvement. One aspect of this work includes understanding – at both a program and system level – structural and institutional racism as it plays out for individuals served through services funded under this grant, and the disparate impacts on individuals’ collective experiences and outcomes compared to the population as a whole.

More information about King County’s ESJ work is available on [King County's website](#).

### III. RFP Overview

#### A. Program Purpose Statement

This specific RFP seeks to fund community violence prevention/intervention programs that promote positive identity development and sustainable economic strengthening through well-being and mental health supports, workforce and career development experiences, opportunities, education, guidance, relationships, and other efforts including apprenticeship-type programs.

#### B. Background

One of the primary strategies of this funding opportunity is **Employment and Economic Development**. This strategy provides intentional guidance and connection to resources related primarily to employment and education opportunities such as paid skills/job training and shadowing, paid internships, civic and business leadership development, career and land stewardship mentoring, and culturally reflective mental health and well-being supports.

This strategy is about cultivating and equipping the brilliance of the next generation of adults, especially Black and Indigenous young people, to help them see themselves as invaluable leaders and their contribution to shaping their/our future. Our young people and their families most negatively targeted by systemic racism and the school to prison pipeline face ongoing economic hardship and devastation further highlighted by the COVID-19 pandemic. These systemic hardships have a strong correlation to unstable housing, low sense of well-being, unemployment, school absences, increased criminal legal involvement and violence, to name a few.<sup>1</sup> In the best interest of the communities we seek to serve, we champion County investments and a coordinated systemic response to economically uplift negatively impacted communities sufficiently to create sustainable gains and negate one-off limited approaches.

#### Data

- [Unemployment](#). Black residents (7.7%) have higher unemployment rates than the average King County resident (4.2%).
- [Unemployment during COVID-19](#). 42% of workers in King County who identified as Black/African American filed unemployment claims between March 2020 and March 2021.
- [Median Household Income](#). The median income of Black households (\$49,846) is nearly half the median income of the average King County resident (\$94,974).

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<sup>1</sup> [Predicting Pathways into Criminal Behavior: The Intersection of Race, Gender, Poverty, Psychological Factors \(nih.gov\)](#)

## C. Scope of Work

King County seeks to fund data-informed, community-focused violence deterrence/intervention programs for youth ages 12-28 who have been directly or indirectly affected by gun violence. The Scope of Work has two focus areas:

### Positive Identity Development

We engage in liberation and sovereignty when we pursue the restoration of our historical narrative and heritage, and foster reconnection to ancestors and cultural community. This is especially the case for Black and Indigenous folks who were ripped from their ancestral lands and culture, forced into widescale human trafficking and enslavement, and suffered genocide over the course of hundreds of years. It is important to rebuild and reinforce young people's sense of heritage and its intersections with community. This is fundamental for young people to better understand who they are, and establish a strong sense of self-worth, voice, acceptance, and belonging. These are building blocks for aspirations, caring for others, confidence to follow and lead, and benefit from our economic ecosystem.

### Economic Strengthening and Solvency

This RFP is also intended to create economic opportunities that contribute to the underlying determinants of success and well-being including access to quality education, housing, and health. When our young people see their value AND are able access viable opportunities, it cultivates aspirations and drives their ambitions, which can in turn feed their overall sense of confidence and outlook on their lives. Equitable access to suitable resources includes removing institutional and systemic barriers. Thus, this RFP is partly about forging attainable and sustainable pathways of success for young people and their families that go beyond temporary employment solutions.

**Specifically**, these funds will be awarded to proposals that address the following categories of work:

#### 1. Healing and Strengthening:

We want healing and growth for the young person and their family, so the family can support and walk alongside the young person.

- a. Counseling and therapeutic services
- b. Health and wellness support and skill development, including emotional and spiritual
- c. Workshops, healing groups, mentoring programs
- d. Paid youth voice opportunities – paying youth to give community workgroups feedback and input

#### 2. Economic Opportunities:

Youth develop skills and directions to obtain gainful employment through public and private partnerships.

- a. Leadership development
- b. Pre-apprenticeship programs
- c. On-the-job training
- d. Resource Gaps and technical solutions (mentorship programs, transportation assistance, work clothing/boots, technology)
- e. Funds for tuition/certification costs
- f. Subsidized wages
- g. Capacity building for employers to educate and manage youth

Services for young people should include building relationships, providing intentional guidance, and connecting to resources related primarily to experiences that advance economic self-determination and prosperity, positive identity, and self-worth for young people (and their families). Examples of this would include paid trainings, certification, and job shadowing; paid internships; civic and business leadership development; career and ownership/stewardship mentoring; culturally reflective mental health and well-being supports; teaching life adaptive skills to thrive, and so on.

Typically, service delivery models have three important characteristics in common: building relationships, offering guidance, and resources. The exact service delivery model(s) to meet these needs is best proposed by community-based service providers.

### **Financial Assistance**

King County recognizes the importance of providing financial assistance to youth participants as part of a comprehensive suite of support services. Funds under this program may be used to provide Economic Impact Payments to program participants not to exceed \$1,000 per participant. Applicants interested in providing Economic Impact Payments must propose a payment amount per participant and include this as a line item in their application budget. To request funds for this use, Applicants must list a line item for “Economic Impact Payments” in their application budget under “Other Direct Costs” category. Applicant must include additional detail in the “Notes” column of the Application Budget explaining the calculation of the requested amount, particularly cost per participant. Applicants proposing to make Economic Impact Payments to participants will be required to obtain a signed attestation from each participant documenting that the participant was impacted by COVID-19 and has not received COVID-19 impact payments in 2023 from other sources.

### **Focus Population(s)**

This RFP’s focused population is young people 12 to 28 years old (and their families) currently, previously, or with a strong likelihood to be impacted by gun violence. This includes Black and Indigenous young people, especially with low to middle income status. Proposers will be asked to describe their plan for identifying participants and directing services to this population.

### **Outcomes**

The desired impact of these investments is to build equitable and sustainable economic success for more young people and their families residing in King County who are impacted by gun violence.

## **IV. Eligibility**

This request is open to nonprofit organizations, community-based organizations, tribes and tribal organizations, and public or governmental agencies serving communities in King County. Small nonprofits and community-based organizations are encouraged to submit proposals. Women of color led organizations, small non-profits, community-based organizations, young people-led organizations serving in the South King County region are encouraged to submit proposals. King County departments or offices are not eligible. Any organizations debarred (i.e., banned, disqualified, excluded) from receiving federal funds will not be awarded funding.

Keeping with King County’s guiding principles, which were co-created with community members, priority will be given to culturally reflective leadership, staffing, and services/programs that serve populations and communities disproportionately and negatively impacted by gun violence. This is also supported by research that indicates how culturally reflective and/or parallel experiences of the service providers with the populations they are claiming to serve are strong factors for successful services and positive impact.<sup>2</sup> It is also important to prioritize organizations where the leadership and governance equitably reflect the communities they are claiming to serve.

**Eligible applicants must meet the following minimum qualifications:**

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<sup>2</sup> [w25254.pdf \(nber.org\)](#)

[Minority teachers: How students benefit from having teachers of same race - The Journalist's Resource \(journalistsresource.org\)](#)

- Organization serving communities in King County that are any of the following:
  - Not-for-profit organizations (or fiscally sponsored by an organization) with 501(c)3 status (including community-based or faith-based organizations),
  - Tribes and tribal organizations,
  - Schools and school districts, or
  - Public or governmental entities: community-based, faith-based, tribes and tribal, schools and school districts, public or governmental organizations serving communities in King County.
- Applicants who are currently funded by other sources (including other King County, State, or Federal funding) for the same programming, must clearly delineate the proposed programming. (For example, if you are proposing an extension/expansion of pre-existing programming funded by other sources, you will need to clearly explain how the requested funding will enhance or increase the programming.)

## V. Available Funding

The total funding amount available for this RFP is approximately \$1,000,000 to support the work described in this RFP. The duration of each Contract is to not exceed 12 months, with an anticipated start date of June 1<sup>st</sup>, 2023 and end date no later than December 31<sup>st</sup>, 2024.

The maximum total award amount applicants may request is \$250,000 for 12 months. King County PSB reserves the right to not award all funds advertised in this RFP. Applicants are expected to estimate and develop a budget for up to 12 months of services covering proposed goals, activities, and outcomes.

Please note that any contract awarded because of this solicitation is contingent upon the availability of funding. Funds should be aligned with proposed strategies outlined in the proposal.

## VI. RFP Process

### A. Timeline

The following timeline represents the tentative schedule of the entire RFP process, from solicitation to program implementation. The dates listed here are subject to change. Applicants are responsible for monitoring ZoomGrants for any changes prior to the submittal deadline.

RFP Release Date	March 20, 2023
Information Sessions	April 4, 2023, 1 - 2 p.m.  April 6, 2023, 5 - 6 p.m.
Final day to submit questions via ZoomGrants	April 14, 2023
<b>Proposals due</b>	<b>April 21, 2023 by 12:00 p.m.</b>
Responses reviewed	April 24, 2023 - May 12, 2023

Interviews with applicants (if applicable) <i>King County reserves the right to conduct interviews as needed to make award determinations.</i>	May 8, 2023 - May 12, 2023
Notification of selected and non-selected applicants	May 2023
Anticipated program/contract start date	June 2023

## B. Questions

Interested parties may submit questions in writing prior to the date and time indicated in the RFP schedule through the Contact Admin tab in ZoomGrants. King County response to all questions received will be posted as an RFP amendment on ZoomGrants.

***If potential applicants experience technical difficulties with ZoomGrants leading up to the due date, please email your Proposal to the RFP Lead listed on the cover page of this RFP directly to avoid a late submission.***

Applicants are encouraged to complete their proposals early to avoid any difficulties or errors in submission. PSB is not responsible for any technical difficulties that an applicant may experience, and late submissions may result in rejection of proposal.

## C. Information Session (not mandatory)

A pre-proposal information session is scheduled to be held at the date and time indicated in the schedule. The location of the information session will be via Teams:

- Tuesday, April 4, 2022 at 1:00-2:00pm:
  - [Click To Join Teams Meeting](#)
- Thursday, April 6, 2022 at 5:00-6:00pm:
  - [Click To Join Teams Meeting](#)

All prospective applicants should attend; however, attendance is not mandatory.

King County will only adhere to the King County-written answers to questions. Questions arising at the pre-proposal information session or in subsequent communication with the Contract Specialist will be documented and answered in written form. A copy of the questions and answers will be posted as an RFP amendment on ZoomGrants. Applicants are responsible to check ZoomGrants for any posted amendments to this RFP.

## D. Communication

### 1. RFP Communication

All RFP documents will be uploaded through ZoomGrants, as described in Section VII, Proposal Process, below.

The Contract Specialist is the point of contact for this procurement. All communication regarding the subject matter of this opportunity between the applicants and PSB upon release of this RFP must be through ZoomGrants or the Contract Specialist, as follows:



**Contract Specialist**

Andrew Larson

[alarson@kingcounty.gov](mailto:alarson@kingcounty.gov)

Any other communication will be considered unofficial and non-binding on King County. Applicants are to rely on written statements issued by the Contract Specialist. Communication directed to parties other than the Contract Specialist on this opportunity may result in disqualification of the applicant.

2. Applicant Communication

Unless otherwise requested, letters and other communications about this RFP will be issued to the e-mail address noted in the proposals created within ZoomGrants. If other personnel should be contacted via e-mail in the evaluation of this proposal, or to be notified of evaluation results, please complete the information in the area provided in ZoomGrants.

## VII. Proposal Process

Responses are hereby solicited and will be received using the link below through ZoomGrants no later than 12:00 p.m. on the due date noted on this RFP. Applicants are responsible for regularly checking ZoomGrants for any updates, clarifications, or amendments.

Note: Applicants bear the risk that technical difficulties may result in late or undelivered proposals. Therefore, applicants are encouraged to submit materials through ZoomGrants on a timely basis, and to reach out to ZoomGrants as noted on this RFP early in the process if encountering technical difficulties. If the issue cannot be addressed through ZoomGrants, then reach out to the Contract Specialist as noted on this RFP.

**Submit proposals through ZoomGrants application link at:**

<https://kingcounty.gov/depts/executive/performance-strategy-budget/COVID-19-Relief-Grants/Current-Grants.aspx>

Complete proposal packages will include the following:

- A. Summary Questions
- B. Narrative Questions
- C. Budget Narrative and Budget Forms

## VIII. Selection Process

### A. Rating Criteria

Responsive proposals will be reviewed strictly in accordance with the requirements stated in this RFP and any amendments issued.

All proposals received by the stated deadline will be reviewed by the RFP Lead to ensure that the proposals contain all the required information requested in the RFP. Only responsive proposals that meet the threshold requirements will be evaluated by the PSB designated review panel. Any applicant who does not meet the stated qualifications or any proposal that does not contain all the required information may be rejected as incomplete.

The RFP Leads may, at their sole discretion, contact the applicant for clarification of any portion of the applicant's proposal. Applicants should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.

Proposals will be reviewed and evaluated by a review panel. The process for choosing projects will include evaluation of the narrative and accompanying documents, and potentially, interviews. Below are the selection criteria that will be used during the evaluation process.

RATING CRITERIA	Points
<b>FOCUS POPULATION</b>	
Proposal clearly shares how the organization(s) youth population focus is negatively impacted by gun violence.	10
<b>ORGANIZATIONAL CAPACITY</b>	
Proposal clearly shares how the organization(s) reflects the members of the selected community/ies of focus.	10
Proposal clearly shares how the organization(s) has successful experience working with the proposed population.	
Proposal clearly explains its limitations and needs to implement its services in the community/ies it is serving.	
<b>PROGRAM GOALS, ACTIVITIES, AND OUTCOMES</b>	
Plan includes activities, results, and timelines that can be achieved within proposed funding guidelines.	20
Plan clearly identifies specific populations organization will serve and illustrates how the program will benefit the selected populations.	
Goal/s identified in program proposal are clearly articulated and correspond to the purpose described in this RFP.	
<b>COMMUNITY ENGAGEMENT</b>	
Proposal clearly explains how focus population(s) will be engaged in planning, implementation, and evaluation.	20
Applicant clearly explains how their organization is geographically responsive and engaged in the focus population(s) and community/ies it is claiming to serve through this RFP proposal.	
<b>EQUITY AND SOCIAL JUSTICE</b>	
Proposal clearly illustrates and reflects deep understanding of ESJ issues and the underlying context in which culturally relevant services are provided to the focus population of this RFP and describes a plan to provide these culturally relevant services. Applicant demonstrates commitment to ESJ through organizational leadership and staffing, program design and service delivery. If needed, applicant includes actions to intentionally diversify staff and board.	20
<b>BUDGET AND FISCAL</b>	

Budget is complete, aligns with proposed activities, and considers the full scope of funding needed to support the proposed program model.	10
Applicant fully and transparently addresses questions related to management or accounting of government funds, audit findings, and its financial management system. Proposal includes information on capacity development or mitigation strategies to ensure sound stewardship and management of funds.	
<b>DATA COLLECTION AND EVALUATION</b>	
Applicant clearly identifies what success would be for the proposed program and how the program would measure success. The applicant clearly outlines its interest in building capacity to collect data.	10
<b>TOTAL POINTS</b>	<b>100</b>
<b>INTERVIEWS (IF NECESSARY)</b>	
An interview will be conducted with top applicants if a selection is not possible based on the written proposal alone. If interviews are conducted, an additional maximum of 20 points may be given.	20
<b>TOTAL w/ INTERVIEWS (IF NECESSARY)</b>	<b>120</b>

## B. Review Process

Review panels may consist of King County staff, external subject matter experts, evaluators, community members, advisory board members, participants with past or current lived experience, and members or designees of the King County Council (who will serve as nonvoting members). Following proposal review, applicants may be asked to participate in an interview with the review panel prior to final scoring of proposals.

The RFP review panel will score each proposal based on the rating criteria described in Section IX., Subsection A., Rating Criteria, of this RFP and create a ranking of proposals based on highest to lowest scoring. The score will be a key factor used by the RFP rating panel to develop recommendations on the selection of proposals to the County.

## C. Selection Process

Final selection of awardees will be made by King County division and department directors based upon recommendations from the review panel and based upon equity and geographic considerations to ensure services are responsive to funding priorities and community need. The PSB reserves the right to make such selections based on the best interests of King County, and as a result, may not select the highest scoring or lowest cost proposals for award, and it will execute contracts based upon the final selections.

## D. Funding Allocation and Contract Negotiations

PSB anticipates that requests for funding from the pool of selected applicants may exceed the total dollar amount of funding available through this RFP. If this occurs, the County reserves the right to enter discussions with applicants to assess if proposed services and activities can be scaled to match the dollar amount offered by the County. If the proposal is not scalable, or the applicant rejects the dollar amount offered by the County, the County reserves the right, to withdraw the funding offer to the applicant, and enter discussions with other high-ranking RFP applicants. Contract negotiations and development will begin when a funding amount for each proposal has been reached between the applicant and the County.

## X. General, RFP, and Contract Terms

### A. General Terms

**Best and Final Offer (BAFO):** If applicable and requested from the applicants, is a final offer submitted which contains the applicant's most favorable terms for cost or terms of service.

**Community Based Organization (CBO):** A public or private nonprofit organization that is representative of a community or significant segments of a community and committed to a community's health, well-being, and empowerment and/or provides human services to individuals in the community.

**Contractor:** Term used within the King County PSB Boilerplate Contract, signifying the entity awarded funding in consideration for the performance of certain services and as described in the resulting contract.

**Culturally Relevant Services:** Services that understand, support, and honor attitudes, values, languages, and behaviors unique to each person and/or community.

**Equity:** Giving everyone what they need to be successful as opposed to equality which means treating everyone the same.

**Racial Equity:** The condition that would be achieved if one's racial identity no longer predicted, in a statistical sense, how one fares. When we use the term, we are thinking about Racial Equity as one part of racial justice, and thus we also include work to address root causes of inequities not just their manifestation. This includes elimination of policies, practices, attitudes, and cultural messages that reinforce differential outcomes by race or fail to eliminate them<sup>3</sup>.

**ZoomGrants:** An online application portal where applicants can access and view RFP information and submit bids for programs/services outlined in the RFP.

### B. RFP Terms

#### 1. Revisions to the RFP

If PSB determines in its sole discretion that it is necessary to revise any part of this RFP, an addendum to this RFP will be posted on ZoomGrants. For this purpose, the published questions and answers and any other pertinent information will also be provided as an addendum to the RFP and will be placed on ZoomGrants.

PSB also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

#### 2. Cost to Propose

PSB will not be liable for any costs incurred by the applicant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related in any way to this RFP.

#### 3. No Obligation to Contract

This RFP does not obligate PSB to enter into any contract for services specified in this proposal.

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<sup>3</sup> <https://www.racialequitytools.org/glossary> (link from King County site: <https://kingcounty.gov/elected/executive/equity-social-justice/tools-resources/Racial-Justice.aspx>)

#### 4. Rejection of Proposals

PSB reserves the right, at its sole discretion, to reject any and all proposals received without penalty and not to issue any contract as a result of this RFP.

#### 5. Acceptance Period

Proposals must provide one hundred twenty (120) days for acceptance by PSB from the due date for receipt of proposals.

#### 6. Best and Final Offer (BAFO)

PSB reserves the right to use a BAFO before awarding any contract to further assist in determining the successful applicants. Terms of the BAFO will be communicated by the Contract Specialist.

#### 7. Award

Final selection of awardees may be made by King County division and department directors based upon final calculations and recommendations from the RFP review panel. PSB will execute contracts based upon the final selections.

PSB intends to award one or more contracts to potential applicants. The RFP Leads will notify all applicants in writing of the acceptance or rejection of their proposal. Written notification will be sent via email to the email address(es) submitted on ZoomGrants.

#### 8. Protest

King County has a process in place for receiving protests/appeals based upon the RFP or contract awards. The protest/appeal procedures are available on [King County's website](#).

### C. Contract Terms

#### 1. King County Boilerplate

Organizations awarded through this procurement process will contract with King County PSB. Funded organizations will be required to meet baseline requirements, including insurance, equal employment opportunity, record keeping, and more. A sample Contract with terms and conditions is attached to this RFP.

A contract may be negotiated with the applicant(s) whose proposal would be most advantageous to King County in the opinion of the PSB, all factors considered.

The contents of the selected applicant's proposal shall become contractual obligations if a contract ensues.

A contract between the selected applicant(s) and King County shall include the contract instrument, the original RFP as issued by King County, the response to the RFP, and any other documents mutually agreed upon. The contract must include, and be consistent with, the specifications and provisions stated in the RFP.

#### 2. Equity and Social Justice

To effectively operate and provide services within a Culturally Responsive framework, an organization shall intentionally consider equity and integrate it into its values and principles, decisions, and policies. King County expects funded organizations to incorporate a racial and equity

lens in their service delivery models and administration to challenge systemic and structural inequality, reduce prejudice and racism, and advance equity. As part of this effort, organizations will be asked to provide individual-level demographic information (including zip codes) to inform analysis and understanding of barriers created by institutional racism. See Section XI., Subsection B.4., Data Collection and Reporting, below.

### 3. Performance Measurement and Evaluation

The primary purpose of performance measurement and evaluation is to use data to inform ongoing work, understand which activities are effective and why, and support shared and transparent responsibility for your programs' success. Another key purpose is to comply with initiative reporting requirements and offer transparency to the public about the programs we fund and their outcomes. If awarded funds through this RFP, there is an expectation that awardees will collect data aligned with the goals of this RFP.

PSB will work in partnership with funded organizations to develop a performance measurement plan for funded programs. The plan will include key performance measures, type of data collection (individual-level, aggregate, and/or qualitative data), and quality improvement activities.

Part of the process of developing performance measurement plans will be conversations about program goals and how to know if participants are "better off." What change is your program trying to create and why? What will tell us when program adjustments are necessary? How will we know that the adjustments are working?

Performance measures are developed in partnership by the funded organization with King County and are informed by the program's model and purpose. As programs grow and evolve within the award period, King County staff will be available to make any necessary adjustments to the performance measurement plan in collaboration with the funded organization.

Partners that are funded will be asked to create an evaluation plan that answers these three questions:

1. How many people were served/reached by this program?
2. How well did your program serve people?
  - i. Example: percent of young people satisfied with services.
  - ii. Example: percent of young people regularly engaging in services.
3. How are those you served better off?
  - i. Example: percent of young people deepening connection to community.
  - ii. Example: percent of young people meeting an education, employment, and/or behavioral health goal.

### 4. Data Collection and Reporting

Data collection types detailed in the evaluation plan may include:

#### 1. Individual-Level Data

When appropriate for the program model, individual-level data will be reported by the funded program and will typically be reported quarterly.

Individual-level data elements may include individual demographics (including zip codes), basic information about services provided, survey information from regular times during program participation (for example at program entry and exit), and individual outcomes.

#### 2. Aggregate-Level Data

When appropriate for the program model, aggregate-level data will be reported by the funded program and will typically be reported quarterly.

Aggregate-level data may include demographics (including zip codes), basic information about services provided, and outcome information of those services.

**3. Qualitative Data**

When appropriate for the program model, qualitative data (such as from focus groups, open-ended surveys and questionnaires and interviews) may be reported by the funded program.

**4. Narrative Reports**

Funded organizations will also submit annual or semiannual narrative reports to share information about successes, challenges, system change efforts and other requested information.

**5. Public Records Act**

1. Washington State Public Records Act (RCW 42.56) requires public organizations in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act or are otherwise privileged.
2. All submitted proposals and RFP materials become public information and may be reviewed by anyone requesting to do so at the conclusion of the RFP, negotiation, and award process. This process is concluded when a signed contract is completed between the County and the selected applicant.
3. Proposals submitted under this RFP shall be considered public documents and with limited exceptions, proposals that are recommended for contract award will be available for inspection and copying by the public.

If an applicant considers any portion of his/her proposal to be protected under the law, the applicant shall clearly identify on the page(s) affected such words as “CONFIDENTIAL,” “PROPRIETARY” or “BUSINESS SECRET.” The applicant shall also use the descriptions above in the following table to identify the effected page number(s) and location(s) of any material to be considered as confidential. If a request is made for disclosure of such portion, the County will review the material in an attempt to determine whether it may be eligible for exemption from disclosure under the law. If the material is not exempt from public disclosure law, or if the County is unable to make a determination of such an exemption, the County will notify the applicant of the request and allow the applicant ten (10) days to take whatever action it deems necessary to protect its interests. If the applicant fails or neglects to take such action within said period, the County will release the portion of the proposal deemed subject to disclosure. By submitting a proposal, the applicant assents to the procedure outlined in this paragraph and shall have no claim against the County on account of actions taken under such procedure. Please notify the County of your needs through the Contact Admin tab in ZoomGrants and reference the table information below.

Type of Exemption	Beginning Page / Location	Ending Page / Location

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6. American with Disabilities Act

King County complies with the Americans with Disabilities Act (ADA). Applicants may contact the Contract Specialist to receive materials for this RFP in alternative formats, such as Braille, large print, audio tape, or computer disc.

7. Language Accessibility

Upon request, this RFP can be made available in other languages.

## XII. Appendix

- A. Glossary of Additional Scope of Work Terms
- B. Summary Questions or Agency Level Questions
- C. Narrative Questions
- D. Budget

### A. Glossary of Additional Terms

**Capacity Building:** Learn from and help our partners with organizational and staff capacity (e.g., direct services and leadership development) with training and technical assistance to serve youth and young adults.

**Community-Based:** Made up of people in/for/from the community, especially those most impacted.

**Community Engagement:** The process of working collaboratively and authentically with groups of people linked by where they live, their background, or their interests to address issues affecting their wellbeing. It often involves partnerships and coalitions that help mobilize resources and influence systems, change relationships among partners, and stimulate change in policies, programs, and practices.

**Community Supports:** Intentional efforts to authentically engage and develop relationships that provide community-based support/assistance and facilitate guidance that increases access to resources for unmet needs crucial to the recipients’ success. The definition for “Community Supports” is broader than, but includes efforts often known as, “Outreach” and “Case Management”.

**Culturally Reflective and Responsive:** An approach and/or programming that honors and engages the history, beliefs, traditions, and values of those who are served; implements the approach and programming with staffing that share the same cultural, racial, and/or ethnic background of those who are served.

**Economic Strength:** Having what is necessary to make choices that align with their values, and viable access to resources to thrive.

**Equity (A System of Fairness):** Equity is the full equal access to opportunities, power, and resources so that all people achieve their full potential and thrive. Equity is an ardent journey toward well-being as defined by those most negatively affected. (Developed by King County using multiple sources.)

- **Determinants of Equity:** The social, economic, geographic, political, and physical environments and conditions in which people live. Full and equal access to the determinants of equity are necessary for all people regardless of race, class, gender, language spoken, and geography. (**King County Equity and Social Justice Ordinance 16948.**)



**Goal:** A specific, measurable, actionable, realistic, and timely action that you are trying to do or achieve.

**Inequities:** Differences in well-being that disadvantage an individual or group in favor of another, these are systemic, patterned and must be changed. (King County Equity and Social Justice Ordinance 16948).

**Prevention:** Supporting the development of factors that help protect and promote well-being. Work to prevent problems before they happen. Stopping (or protecting) from acute risk of harm and/or systems involvement, and no formal or legal involvement; promotion of well-being.

**Promotion:** Supporting the development of factors that promote well-being.

**Race: In the U.S.,** Race and racial categories are a social construct originally instituted and enforced by U.S. Government that assigned meaning to groups of people based on color and ancestral origins.

**Racism, Structural:** The interplay of policies, practices, programs, and systems of multiple institutions which results in unjust and inequitable outcomes and conditions for Communities of Color and serves to primarily benefit White communities; occurs within the context of racialized historical and cultural conditions. (Developed by King County using multiple sources.)

**Connection:** Helping our youth and young adults when they leave confinement re-engage community support, prevent any further harm and/or confinement, and support promotion of wellbeing.

**Social Justice:** All aspects of justice – including legal, political, economic, and environmental – require the fair distribution of and access to public goods, institutional resources, and life opportunities for all people. (King County Equity and Social Justice Ordinance 16948.)

**System Changes:** A shift in the way that a community or service delivery system such as a school or social services makes decisions about policies, programs, the allocation of its resources, and the way it delivers services.

**B. Summary Questions (not scored)**

Organization Name:

Contact Person:

Telephone Number:

Email Address:

Total amount requested:

Project/Program Name:

Summary of proposed project (2-3 sentences maximum; please include any special population you are proposing to serve such as youth with special needs, specific cultural communities, etc.)

## C. Narrative Questions

**What are you trying to change?** (3,500 character limit for this section)

### **Equity and Social Justice**

1. Please describe the strengths, values, and brilliance of the groups you plan to work with. What are the root causes that undermine their strengths, values, brilliance? (Add indicators, relevant data, or agency stories - such as the achievement gap, gaps in services for particular communities, lack of available services, institutional racism and/or sexism).
2. Please describe how your program will honor and uplift the strengths, values, and brilliance of the groups you plan to work with. What impact will your program have on youth affected by gun violence?

*Note: PSB supports the use of all types of data (stories, observation, photographs, statistics etc.). Data on King County health and well-being that may be helpful for applicants can be found on the [Communities Count Webpage](#).*

**How are you trying to change it?**

### **Program Description, Activities, Goals, and Outcomes** (3,500 character limit for this section)

3. Whom do you plan to serve (community description, age range, race and ethnicity, income level, geographic area, etc.)? How many youth and young people do you plan to serve? Describe your process for identifying and accepting youth affected by gun violence for participation in the proposed program? How are their families (however that is defined in their cultural context) considered or included in your programming?
4. Describe your proposed services and/or program and provide a timeline for activities with expected outcomes (including how it will connect youth to economic opportunity). If a youth is not ready to access an economic opportunity, what will you do to get them there?
5. What measurable outcomes and successes has your organization achieved with these services in the past? If the proposed strategies have not been used in the past, how were the program strategies selected, and how will the strategies improve measurable outcomes?
6. What are your goals? How do you define success? How are these in alignment with the guiding principles for this grant?

### **Organizational Capacity** (3,500 character limit for this section)

7. Please describe how your organizational culture (i.e., leadership and staffing, policies, collaborations, partnerships, and practices), is reflective of the population you plan to serve, and is aligned with the principles and values of the population you plan to serve, as well as the greater service community.
8. Please describe your experience working with the population you plan to serve, including any challenges, barriers, and/or needs to successfully provide the proposed services.

**Community and Youth and Young Adult Engagement** (3,500 character limit for this section)

9. Clearly describe how impacted communities were or will be involved with identifying the need(s) and desired outcome(s), as well as the planning, implementation, and evaluation of the proposed services. How do you plan to have people in the community do the work alongside you?
  
10. Clearly describe how youth and young adults helped identify or will identify participant need(s) and desired outcome(s), as well as the planning, implementation, and evaluation of the proposed services. (Please include a description of how they were identified.)

**D. Budget Narrative and Budget Forms (10 points)**

Complete the “PSB Budget” in ZoomGrants.