

Request for Quotes: Wage Theft Study

Submission Deadline: October 16, 2020

About the Office of Equity of 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. The King County Office of Equity and Social Justice (OESJ) leads the work to advance equity so that all people have opportunities to thrive by investing upstream and where needs are greatest and in community partnerships.

OESJ is also home to the County’s Civil Rights Program that advances equitable policies and enforces anti-discrimination ordinances in housing, employment, public accommodations and contracting.

Background and Overview

Data and research are clear that low-wage workers experience the highest rates of workplace violations, including wage theft. This is especially true for people of color, women, LGBTQ populations, people with disabilities, veterans, and immigrant and refugees. While wage theft protections exist at the state level, existing resources and strategies for outreach are lacking at this level.

In response to community and stakeholder concerns, the County Executive, and the King County Council allocated **\$20,000** for OESJ to partner with an individual or organization to fund a four-month preliminary research study to build the case for creating an infrastructure serving King County to provide greater access to wage theft protections and education for both employees and businesses to understand their rights and obligations.

OESJ seeks partners with a racial equity analysis and approach to their work, demonstrated commitment to advancing racial equity in King County, and a history of advancing workers’ rights and educating employers.

Applications may be submitted by an individual, an organization or by a collaboration of multiple organizations. OESJ reserves the right to make one or more awards and to approach applicants to restructure collaboratives to include partners who were not part of the original application.

Wage Theft Study Scope of Work

The scope of work required by this study, *at minimum*, includes:

- Gather quantitative and qualitative data to demonstrate the need for wage theft protections targeting areas of unincorporated King County and incorporated jurisdictions including a focus on vulnerable populations emphasized in the background and overview section.
- Describe local business demographics and articulate effective outreach strategies on how to educate businesses of their obligations.
- Provide research on best practices and other models of effective wage theft enforcement, outreach, and practices that center the needs of those most impacted by wage theft.
- Partner with OESJ to develop a list of key stakeholders for engagement and conduct key stakeholder interviews with the King County Labor Council and other local labor organizations on the scope of the problem and possible responses.
- Develop recommendations and considerations for racial inequities King County is experiencing during COVID-19 and what considerations, if any should be made given the impact of COVID-19 on wage theft and those most [impacted by COVID-19](#).
- Estimate annual costs and resources necessary to effectively expand wage theft protections in King County.
- Advise on strategic next steps for forming interlocal agreements between King County and potential jurisdictional partners, further community outreach strategies, and the overall feasibility of expanding wage theft protections.
- Submit a final written research product to OESJ by April 2, 2021 and provide a briefing to OESJ and King County Executive staff after submission.

Proposal Requirements

Proposal application packages should not exceed a total of 15 pages, and must contain the following:

1. A complete Cover Sheet in the format of Attachment A.
2. Written responses to all the questions in Attachment B.

3. A detailed proposed budget including, but not limited to: operating expenses, staffing and personnel, and other services/charges (e.g., translation services, advertising, etc.).

Evaluation Criteria

OESJ will evaluate proposals and award funds based on the following criteria:

- Overall strength and quality of proposal, including meeting proposal submission requirements, with demonstrated ability to meet and exceed the expectations set forth in the Scope of Work.
- Commitment to equity, social justice, and advocacy for people groups historically impacted by racism, oppression, and colonization.
- Existing relationships and connections with low-wage worker communities and successful experience advocating for these communities through culturally relevant, language specific, and data-informed methods.
- Understanding of relative geographic and demographic diversity.
- Strategic understanding that the desired work product will be used to develop policy and or programmatic recommendations that include but are not limited to advancing wage theft protections. These recommendations will require support from a number of executive, legislative, and community-based bodies and stakeholders.
- Organizational capacity and infrastructure to support the staff necessary to conduct strategic outreach, research, and complete and timely submit the study according to the timeline below.

Important Dates

August 28, 2020:	OESJ distributes RFQ
October 16, 2020:	Quotes must be received by OESJ or postmarked by this date at 5:00pm.
November 2, 2020:	OESJ announces awardee(s)
November 20, 2020:	OESJ finalizes contract negotiations with successful applicant(s)

April 2, 2021:

Wage Theft Study due to OESJ

Submission Instructions

Proposals must be in writing and submitted via email:

- **Email** to Christopher Bhang, Civil Rights Program Manager at cbhang@kingcounty.gov. Submission materials must be in Word or PDF format sent as attachments and must be received by October 16, 2020 at 5:00pm, with the Subject line “Wage Theft Study Proposal.”

Contract

OESJ reserves the right to make awards without further discussion of the application submitted. Successful applicants will enter into a contract that identifies agreed-upon services and requires compliance with applicable civil rights and labor standards ordinances. Conduct made unlawful by these ordinances constitutes a breach of contract and may result in the imposition of damages and civil penalties.

Questions

Please contact Christopher Bhang, Civil Rights Program Manager, at cbhang@kingcounty.gov for any questions related to the application process.



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Attachment A – Cover Page

Name of Applicant Organization(s): *If multiple organizations are applying together, please specify the lead agency and name all other partners. The following prompts are for the lead organization only.
Address:
Executive Director:
Primary Contact Name and Title: Email: Phone:
Website:
Federal ID/EIN:
Amount of Funds Requested:
Authorized Signature of Organization/Lead Organization <i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.</i> <i>Name and Title of Authorized Representative:</i> <i>Signature of Authorized Representative:</i> _____ <i>Date:</i> _____



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Attachment B – Questions

1. Describe your organization's mission, major program areas, and when your organization was founded. If multiple organization are applying, indicate the date the collaboration was established.
2. Describe your organization's commitment to racial equity and social justice. Please include how this commitment is manifested in your organizational structure and relationships with community.
3. Describe the relevance of the proposed scope of the study to your organization's mission, and any relevant experience your organization has had successfully advocating for vulnerable and low-wage workers' rights and local businesses.
4. Describe the communities and geographic regions that your organization serves. Please also specify which geographic jurisdictions and communities will be the subject of your study.
5. Describe how your organization will adjust its research and outreach strategies during the COVID-19 crisis as it relates to this study.
6. Describe your proposal for accomplishing the minimum requirements of the Scope of Work (see page 2), including, but not limited to:
 - a. Outreach and data gathering methods;
 - b. Staffing assignments and capacity to perform the study; and
 - c. Timeline for completing the study by the April 2, 2021 deadline.