

SECTION 1 Section 1 - INSTRUCTION TO PROPOSERS, PROPOSAL EVALUATION AND CONTRACT AWARD

1.1 Introduction

King County is soliciting submittals from interested and qualified firms to provide as-needed technical assistance to qualified organizations interested in applying for King County Promise Partnership funding from DCHS' Puget Sound Taxpayer Accountability Account (PSTAA) investments in fall 2021, per the Scope of Work/Requirements. The purpose of this Request for Qualifications (RFQ) is to establish a contract to provide goods and/or services.

The term of the Contract will be one (1) year, subject to the termination clauses contained herein. King County reserves the right to extend the Contract term if determined to be in the best interest of the County.

1.2 Communications

Upon release of this RFQ, no oral interpretations of the RFQ will be made to any Proposers. Oral explanations or instructions will be considered unofficial and are not binding. Any information modifying a solicitation will be furnished to all Proposers by addendum. Communications concerning this solicitation, with other than the listed Buyer or Alternate Buyer may cause the Proposer to be disqualified.

To view all bidding opportunities, Supplier shall go to <https://fa-epvh-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/NegotiationAbstracts?prcBuld=300000001727151> page.

1.3 Deadline for Questions

All questions and any explanations must be requested in writing and directed to the Buyer and Alternate Buyer prior to the date specified in **Calendar of Events and Contact**.

1.4 Calendar of Events and Contact

Advertised Date: August 6, 2021

Due Date: August 20, 2021

Questions Due: August 13, 2021

Responses to Questions Due: August 16, 2021

Procurement Lead: Alex Clark | AlexClark@kingcounty.gov

Submitting a Proposal: Bids are hereby solicited and will be received via email no later than August 20th, 2021 2:00 PM Pacific Time on the due date noted above.

Email Proposals to: Alex Clark | AlexClark@kingcounty.gov

1.5 Addenda and Clarifications

If at any time, the County changes, revises, deletes, increases, and/or otherwise modifies the RFQ, the County will issue a written Addendum to the RFQ. Proposer must acknowledge all Addenda to the solicitation before submitting a proposal. Clarifications are for informational purposes only.

1.6 Late Proposals

The County's will not allow late Proposals or modifications of submission after the close date and time specified for receipt. Proposers shall assume full responsibility for ensuring electronic delivery of Proposals on or before the close date and time as specified.

1.7 Proposal Submittal Procedure

King County registered Suppliers interested in bidding on current solicitations must log in to their Supplier Portal to view any current bid opportunities, express interest, communicate with the Buyer via Message app and/or successfully submit a proposal through the E-Procurement system prior to the close date and time indicated in the solicitation.

King County will ONLY accept electronic submittals through the email indicated in Section 1.4 in response to this RFQ. Proposals that do not conform to the requirements specified herein may be rejected.

1.8 Cancellation of RFQ or Postponement of RFQ Closing

The County reserves the right to cancel the RFQ at any time. The County may change the date and time for submitting Proposals prior to the date and time established for submittal via an Addenda.

1.9 Examination of RFQ Documents

The submission of a proposal shall constitute an acknowledgement upon which the County may rely that the Proposer has thoroughly examined and is familiar with the RFQ, including any work site identified in the RFQ, and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of a Proposer to comply with above requirement shall in no way relieve the Proposer from any obligations with respect to its proposal or to any Contract awarded pursuant to this RFQ. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this RFQ.

1.10 Modifications of Proposal or Withdrawal of Proposal Prior to Proposal Close Date

Modifications or withdrawal of Proposals already received will be considered only if the requested modification or withdrawal is made prior to the scheduled closing time for the receipt of the Proposals. All modifications or withdrawals must be made in writing by the Proposer or authorized representative via the Message feature in the E Procurement Supplier portal.

1.11 Proposal Withdrawal After Proposal Close Date

Except for claims of error granted by the County, no Proposer may withdraw a proposal after the close date and time established for submitting proposals, or before the award and execution of a Contract pursuant to this RFQ, unless the award has been delayed for a period exceeding the period for proposal effectiveness.

Requests to withdraw a proposal due to error must be submitted in writing by email along with supporting evidence for such claim for review by the County. Evidence must be sent via the Message feature to the Buyer(s) listed in the solicitation within two (2) business Days after request to withdraw. The County reserves the right to require additional records or information to evaluate the request. Any review by the County of a proposal and/or any review of such a claim of error, including supporting evidence, creates no duty or liability on the County to discover any other proposal error or mistake, and the sole liability for any proposal error or mistake rests with the Proposer.

1.12 Error and Administrative Corrections

The County shall not be responsible for any errors in proposals. Proposers shall only be allowed to alter proposals after the submittal deadline in response to requests for clarifications and/or Best and Final Offers by the County.

The County reserves the rights to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

1.13 Proposal Response Instructions

- A. Proposals shall address the questions pertaining to the Scope of Work as described throughout the RFQ and in the order presented identifying the proposal questions by number. Proposals need to be specific, detailed and straight forward using clear, concise, easily understood language and speaks to the proposer's approach, commitment and ability to perform the services described in the RFQ.
- B. Proposers answering the proposal questions shall examine the entire Request for Proposal document including the instructions, terms and conditions, specifications applicable standards and regulations. Responses should stay within the page limit and focus on similar experience your company has previously provided. Proposer may include active, informative and up-to-date web links in their proposal, but web content should not substitute full and complete responses to the questionnaire. Failure to do so shall be at the proposer's risk.

1.14 Proposal Content

- A. Submit an electronic proposal and attachments as required via email as required in the Requirement sections of the RFQ.
- B. The proposal shall contain the following items and follow the sequence outlined below:
 - 1. [Equal Benefit Compliance Worksheet](#), if requesting alternative compliance
 - 2. [Letter of Interest](#)-An introductory letter of interest signed by the proposer may contain relevant information about the firm and an executive summary or overview of proposal. The letter should be no more than two (2) pages and must include the firm's legal name, State of Incorporation, UBI number (if applicable), Federal Tax ID number, and Dun and Bradstreet number (DUNS number), if available. The letter should also identify a single point of contact and their contact information for all communications related to the proposal. The letter can also provide other information the Respondent wishes to include, that isn't described anywhere else, provide that the letter does not exceed two (2) pages in length.

3. Summary of Respondent’s qualifications to complete the proposed scope of work including qualifications of key personnel to be assigned to the project, not to exceed two (2) pages in length. Please describe:
 - a. The Respondent’s understanding of social justice issues and their commitment to diversity and equity. Include examples describing the Respondent’s role in advancing equity when working with K-12 districts, postsecondary institutions, and community-based organizations to improve student outcomes.
 - b. How the Respondent demonstrates cultural competency with working with organizations. Include examples describing how the Respondent establishes rapport, trust and builds strong working relationships with all types of organizations that responds to the variety of needs and challenges.
 - c. The Respondent’s experience providing culturally responsive supports to different types of partners within the context of education and/or human services.
 - d. The Respondent’s familiarity with brokering cross-collaborative and equitable partnerships (across different power dynamics) in pursuit of systems change
4. Resume or CV for the Respondent or staff person who will be assigned to perform the services described in this RFQ.
5. A list of references, including the names, addresses, and telephone numbers of people or clients that could speak to the Proposer’s experience performing work similar to what is described in section IV of this RFQ. If possible, please provide information for customers served in Washington State. King County may contact these references, if necessary, during the rating process.
6. **Contract Agreement:(if applicable)** Identify any exceptions to terms and conditions and attachments in the Contract Terms section of the RFQ.

1.15 Evaluation Criteria and Proposal

- A. Each proposal has a total possible score of 100 points with the points assigned as follows:

Capabilities	Weight	Item Score	Maximum Possible Points
Demonstrated commitment to promoting equity and social justice.	3	15	45
Experience providing culturally responsive supports to different types of partners within the context of education and/or human services.	1	15	15

Familiarity with brokering cross-collaborative and equitable partnerships (across different power dynamics) in pursuit of systems change.	2	10	20
Experience providing technical assistance to partners with emphasis on grant writing, drafting budgets, navigating proposal requirements, and articulating their Statement of Qualifications in a written format.	2	10	20
Total Weighted Score			100

Responses will be scored using the following scale, which represents the score a Responses can earn for each question from a reviewer:

0	No response or response did not address the question
1-2	Response addressed question but shows little or no experience with requirements
3	Response shows adequate experience with requirements.
4-5	Response exceed expectation with requirements

Each assigned score will then be multiplied by the weight listed in the table above to each a weighted score. The weighted reviewers' scores will then be averaged, creating an average weighted score for each of the capabilities listed in the above table.

- A. Pricing will be unscored and proposers will be reimbursed for their services at a rate of \$150 per hour, except for travel hours which will be reimbursed at a rate of \$75 per hour (including time and mileage). The successful respondent will be awarded a contract for a maximum number of hours based on their availability as outlined in their proposal; however, there is no guarantee of a minimum or maximum amount of work. Applicants interested in submitting RFQ responses in the fall of 2021 will choose, at their discretion, a technical assistance provider for the initial meeting. Additional meetings will also be at the discretion of the applicants.
- B. As of the date of the proposal, identify any staff employed by Proposer, or people on Proposer's governing board, that have worked for DCHS within the past 12 months. Include their position and responsibilities within Proposer's organization, and if they will be involved in the provision of services as described in the proposal. Failure to respond to this question may result in disqualification. (unscored)

1.16 Compliance with RFQ, Terms, Attachments and Addenda

- A. The County intends to award a Contract based on the terms, conditions, attachments and addenda contained in this RFQ. Proposers shall submit proposals, which respond to the requirements of the RFQ.

- B. The County reserves the right to reject any proposal for any reason including, but not limited to, the following –
- Any proposal, which is incomplete, obscure, irregular or lacking necessary detail and specificity;
 - Any proposal that has any qualification, limitation, exception or provision attached to the proposal;
 - Any proposal from Proposers who (in the sole judgment of the County) lack the qualifications or responsibility necessary to perform the Work;
 - Any proposal submitted by a Proposer which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
 - Any proposal, from Proposers who are not approved as being compliant with the requirements for equal employment opportunity; and
 - Any proposal for which a Proposer fails or neglects to complete and submit any qualifications information within the time specified by the County.
- C. In consideration for the County's review and evaluation of its proposal, the Proposer waives and releases any claims against the County arising from any rejection of any or all proposals, including any claim for costs incurred by Proposers in the preparation and presentation of proposals submitted in response to this RFQ.
- D. Proposals shall address all requirements identified in this RFQ. In addition, the County may consider proposal alternatives submitted by Proposers that provide cost savings or enhancements beyond the RFQ requirements. Proposal alternatives may be considered if deemed to be in the County's best interests. Proposal alternatives shall be clearly identified.

1.17 Acceptance of Contracts and Attachments

Proposer shall review the Draft contract, and all its attachments. If there are exceptions taken to the terms and conditions, the Proposer shall include it as an attachment to the proposal, identifying the exceptions and proposed changes. All proposed changes shall be tracked using the tracking changes feature in Microsoft Word®.

1.18 Forms Required before Contract Signing

The top ranked Proposer shall submit, within five (5) Days of notification from the County, the applicable documents, insurance, bonds, sworn statements, and other requirements prior to award.

- Certificate of Insurance and Endorsement – Have Insurance Agent e-mail to Buyer evidence of insurance from insurer(s) satisfactory to the county certifying to the coverage of insurance set forth in this RFQ.

1.19 Cost of Proposals and Samples

The County is not liable for any costs incurred by Proposer in the preparation and evaluation of Proposals submitted. If applicable, samples of items required must be submitted to the location and by the date and time specified. Unless otherwise specified, samples shall be submitted with no

expense to the County. If not destroyed by testing, samples may be returned at the Proposer's request and expense unless otherwise specified.

1.20 Collusion

By submitting this proposal electronically, the Proposer certifies that they have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding. If the County determines that collusion has occurred among Proposers, none of the Proposals from the participants of such collusion will be considered. The County's determination will be final.

1.21 Proposal Price and Effective Date

- A. The proposal price shall include everything necessary for the prosecution and completion of Work under the Contract including but not limited to furnishing all materials, equipment, supplies, tools, plant and other facilities and all management, supervision, labor and service, except as may be provided otherwise in this RFQ. Proposed Prices shall include all freight charges, FOB to the designated delivery point. Washington State sales/use taxes and Federal excise taxes shall not be included in the proposal price. The County shall pay any Washington State sales/use taxes applicable to the Contract price or tender an appropriate amount to the Contractor for payment to Washington State. The County is exempt from Federal excise taxes. All other government taxes, duties, fees, royalties, assessments and charges shall be included in the Proposal price.
- B. In the event of a discrepancy between the unit price and the extended amount for a proposal item, the County reserves the right to clarify the Proposal.
- C. The proposal shall remain in effect for One Hundred and Twenty (120) Days after the proposal due date, unless extended by agreement.

1.22 Proposal Price and Tax

The proposal price shall include everything necessary for the prosecution and completion of Work under the Contract including but not limited to furnishing all materials, equipment, supplies, tools, plant and other facilities and all management, supervision, labor and service, except as may be provided otherwise in this RFQ. Proposed Prices shall include all freight charges, FOB to the designated delivery point. Washington State sales/use taxes and Federal excise taxes shall not be included in the proposal price.

The County shall pay any Washington State sales/use taxes applicable to the Contract price or tender an appropriate amount to the Contractor for payment to Washington State. The County is exempt from Federal excise taxes. All other government taxes, duties, fees, royalties, assessments and charges shall be included in the Proposal price. Said exemption is made pursuant to Chapter 32 of the Internal Revenue Code and Registry No. A-1 02374. When requested, an exemption certificate will be furnished.

1.23 Proposal Evaluation and Contract Award

- A. The County will evaluate Qualifications using the criteria set forth in this RFQ. If deemed necessary, written and/or oral discussions, site visits or any other type of clarification of

proposal information may be conducted with those Proposers whose Qualifications are found to be potentially acceptable. Identified deficiencies, technical requirements, terms and conditions of the RFQ, costs or prices, and clarifications may be included among the items for discussion. The discussions are intended to give Proposers a reasonable opportunity to resolve deficiencies, uncertainties and clarifications as requested by the County and to make the cost, pricing or technical revisions required by the resulting changes. In addition, the County may request additional business and administrative information.

- B. The County may find that a Proposer appears fully qualified to perform the Contract or it may require additional information or actions from a Proposer. In the event the County determines that the proposal is not within the Competitive Range the County shall eliminate the proposal from further consideration.
- C. The evaluation of Proposers' Qualifications and additional information may result in successive reductions of the number of proposals that remain in the Competitive Range. If applicable to the procurement, the firms remaining in the Competitive Range may be invited to continue in the proposal evaluation process, and negotiations.
- D. Upon completion of discussions, the County may issue to all remaining potentially acceptable Proposers within the competitive range a request for Best and Final Offers. The request shall include notice that discussions are concluded, an invitation to submit a revised proposal with a Best and Final Offer, and a new submittal date and time.
- E. The County may enter negotiations with one or more Proposers to finalize Contract terms and conditions. Negotiation of a Contract shall be in conformance with applicable federal, state and local laws, regulations and procedures. The objective of the negotiations shall be to reach agreement on all provisions of the proposed Contract. In the event negotiations are not successful, the County may reject proposals.
- F. The County reserves the right to make a Contract award without written and/or oral discussions with the Proposers and without an opportunity to submit Best and Final Offers when deemed to be in the County's best interests. Contract award, if any, shall be made by the County to the responsible Proposer whose proposal best meets the requirements of the RFQ, and is most advantageous to the County, taking into consideration price and the other established evaluation factors. The County is not required to award a Contract to the Proposer offering the lowest price. The County shall have no obligations until a Contract is signed between the Proposer and the County. The County reserves the right to award one or more contracts as it determines to be in its best interest.

1.24 Responsive and Responsible

The County will consider all the material submitted by the Proposer, and other evidence it may obtain otherwise, to determine whether the Proposer is in compliance with the terms and conditions set forth in this RFQ.

A. Responsible

In determining the responsibility of the Proposer, the County may consider:

- the ability, capacity and skill to perform the Contract and provide the service required;

- the character, integrity, reputation, judgment and efficiency;
- financial resources to perform the Contract properly and within the times proposed;
- the quality and timeliness of performance on previous contracts with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other agencies in securing satisfactory performance and resolving claims;
- compliance with federal, state and local laws and ordinances relating to public contracts;
- other information having a bearing on the decision to award the Contract.
- For all contracts with a value of \$100,000 or more, the selected Proposer must meet the requirements set forth in King County Code 2.93.120 regarding historic compliance with environmental, worker safety, and labor and human trafficking laws. Historic compliance is defined as a minimum of three (3) years preceding the submittal date for the solicitation.
- The County shall conduct a review in order to determine the selected Proposer's responsibility related to these areas. Failure to fully answer any responsibility question, or otherwise be out of compliance with the requirements of the code as determined by the County, shall eliminate the Proposer from consideration of award

Failure of a Proposer to be deemed responsible or responsive may result in the rejection of a proposal.

1.25 Financial Resources and Auditing

If requested by the County, prior to the award of a contract, the Proposer shall submit proof of adequate financial resources available to carry out the execution and completion of Work required by the contract.

King County reserves the right to audit the Contractor throughout the term of the contract to assure the Contractor's financial fitness to perform and comply with all terms and conditions contained within the contract. King County will be the sole judge in determining the Contractor's financial fitness in carrying out the terms of the contract.

1.26 Sustainable Purchasing Policy

Proposers able to supply sustainable goods and services that meet design and performance requirements are encouraged to offer them in Proposals when not otherwise prohibited. Sustainable goods and services provide environmental, social, and economic benefits while protecting human health and the environment over the entire life cycle of the good or service, from the extraction of raw materials through final disposal.

To ensure that products and services meet sustainability criteria, the Sustainable Purchasing Policy authorizes King County purchasers to prioritize the use of ecolabels, and environmental standards and certifications recommended by the U.S. Environmental Protection Agency (EPA) and those accredited by third-party organizations. (Reference: KCC 18.20).

1.27 Equal Benefits

In accordance with the County Ordinance 14823, as a condition of award of a contract valued at \$25,000 or more, the Contractor agrees that it shall not discriminate in the provision of employee

benefits between employees with spouses and employees with domestic partners during the performance of this Contract. Absent authorization for delayed or alternative compliance as referenced below, failure to comply with this provision shall be considered a material breach of this Contract and may subject the Contractor to administrative sanctions and remedies for breach.

1.28 Single Proposal Receipt

If the County receives a single responsive, responsible proposal, the County may request an extension of the proposal acceptance period and/or conduct a price or cost analysis on such proposal. The Proposer shall promptly provide all cost or pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single proposal; the County reserves the right to reject such proposal or any portion thereof.

1.29 News Releases

News releases pertaining to this RFQ, the services, or the project to which it relates, shall not be made without prior approval by and then only in coordination with King County.

1.30 Public Disclosure of Proposals

This procurement is subject to the Public Records Act, Chapter 42.56 RCW. <https://apps.leg.wa.gov/rcw/default.aspx?cite=42.56> Proposals submitted under this RFQ shall be considered public documents unless the documents are exempt under the public disclosure laws. If a Proposer considers any portion of its proposal to be protected under the law, the Proposer shall clearly mark each section as "CONFIDENTIAL" or "PROPRIETARY". If any materials are marked "CONFIDENTIAL" or "PROPRIETARY", Proposers have ten (10) calendar days from the receipt of the Notice of Selection/Non-Award to obtain a court order enjoining release pursuant to RCW 42.56.

Effective January 1, 2020, If a Proposer does not take such action within said period, the County will post the materials to https://procurement.kingcounty.gov/procurement_ovr/default.aspx after contract execution. By submitting a proposal, the Proposer assents to this procedure and shall have no claim against the County.

1.31 Protest Procedures

King County has a process in place for receiving protests based upon Request for Qualifications or contract awards. The protest procedures are available at <http://www.kingcounty.gov/depts/finance-business-operations/procurement/for-business/do-business/protest.aspx>

SECTION 2 Section 2 – Scope of work

I. PURPOSE AND OBJECTIVE

The purpose of this Request for Qualifications (RFQ) is to procure up to 5 qualified consultants to support the King County Department of Community and Human Services (DCHS) Children, Youth and Young Adult Division (CYYAD) by providing as-needed technical assistance to qualified organizations interested in applying for King County Promise Partnership funding from DCHS' Puget Sound Taxpayer Accountability Account (PSTAA) investments in fall 2021.

CYYAD's objective is to release a competitive Request for Qualifications (RFQ) in Fall 2021 seeking joint proposals by educational institutions (school districts and/or community colleges) and community-based organizations seeking to work in partnership to deliver high school transition to post-secondary success services. The potential applicants to the RFQ will be required to have at least one meeting with a technical assistance provider awarded from this RFQ. Additional meetings will be at the discretion of the applicant.

The awarded Respondents identified in this RFQ will provide as-needed technical assistance to these proposers tentatively in October and November 2021. Technical assistance may include:

- Assessing whether the proposer's proposed work is a good fit with the RFQ criteria;
- Providing information about RFQ requirements;
- Supporting proposers to identify resources needed to meet the requirements;
- Helping to define the roles of each organization that makes the King County Promise Partnership;
- Assisting proposers with writing their proposal including articulating and documenting their story, strengths, related services, organizational structure, and proposed work needed to submit a strong proposal to the RFQ;
- Guiding proposers on how to respond to the RFQ; and,
- Editing and proof-reading applications.

DCHS anticipates making multiple awards (up to 5) for the services described herein as a result of this RFQ process. Independent consultants as well as organizations are eligible to apply.

II. BACKGROUND

The PSTAA was created as an amendment to the 2015 State Transportation Revenue Package by the Washington State Legislature and directs that Sound Transit 3-related funds be used to improve educational outcomes in early learning, K-12, and post-secondary education. The State's vision for PSTAA is described in [RCW 43.79.520](#).

Approximately \$318 million of PSTAA funds are expected to become available to King County between 2019 and 2034. In September 2020, the King County Council passed [Motion 15673](#), approving the Implementation Plan for Investment of Puget Sound Taxpayer Accountability Account Proceeds.

Under PSTAA, DCHS is building on the momentum of many education and community stakeholders who worked on the development of the King County Promise model since 2017. The King County Promise strategy is based on feedback from more than 200 young people, educators, and community members with wide representation from across King County and recommends investments that create alignment between K-12 and postsecondary education systems.

The workgroup also recommended that PSTAA investments are made at three levels: high school, college, and community. This RFQ supports organizations working in partnership at these three levels to support young people from the PSTAA prioritized populations through college completion and strengthen their future earning potential.

III. WORK STATEMENT

A. 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. For this reason, King County government is guided by a commitment to making a welcoming community where every person can thrive. Through PSTAA, we have an opportunity to build on current plans and investments¹ to help realize this vision by investing in efforts that improve educational outcomes for children, youth, and young adults.

PSTAA Investment strategies are based on goals and principles that were identified by the Metropolitan King County Council in [Motion 15029](#) (2017) and later refined in [Motion 15492](#) (2019). Council specified that PSTAA investments will benefit a set of prioritized PSTAA populations made up of vulnerable and underserved groups, including:

- i. children and youth of color;
- ii. children and youth from families at/or below two hundred percent of the federal poverty level;
- iii. children and youth who are homeless, in the foster care system, in the child welfare system or are at risk of being involved or involved in the juvenile justice system;
- iv. children and youth with disabilities;
- v. children and youth who identify as LGBTQ; or
- vi. otherwise vulnerable children and youth.

Throughout the development of the [Implementation Plan for Investment of PSTAA Proceeds](#), DCHS staff worked with the Children and Youth Advisory Board (CYAB) and utilized the CYAB's equity statement and equity questions² to ensure that all strategies proposed to Council will advance equity. Going forward, DCHS is committed to continue using this tool in an effort to close gaps in educational outcomes for the PSTAA prioritized populations. The Respondents selected via this RFQ process will

¹ PSTAA's King County Promise strategy is aligned with the King County Strategic Plan, the Health and Human Services Transformation Plan, and the King County Youth Action Plan to advance countywide equity goals. This strategy also advances the goals set forth in the Equity and Social Justice Strategic Plan and the Best Starts for Kids initiative, ensuring that children and youth grow up healthy and happy, and that communities are strong.

² See page 9 of [Implementation Plan for Investment of PSTAA Proceeds](#).

be expected to share this commitment and to help DCHS ensure that technical assistance services are provided equitably within this investment strategy.

B. Scope of Work

The successful Respondent will work in collaboration with CYYAD and the Puget Sound College and Career Network (PSCCN), King County Promise's third-party System Supporting Organization, to:

- i. Establish supportive relationships with organizations (nonprofits, K-12 school districts, and community/technical colleges) in a culturally competent manner, establishing rapport, building trust, and helping them convey their full stories, including the strengths and challenges they face.
- ii. Act as partnership brokers, supporting the development of strong and equitable cross-collaborative relationships (across different power dynamics) in pursuit of systems change.
- iii. Provide technical assistance to qualified organizations interested in submitting proposals for King County Promise funding in the fall of 2021. This assistance may include:
 - a) Engaging and working with CYYAD and PSCCN to learn about the King County Promise strategy.
 - b) Participating in pre-application conferences to listen to the RFQ criteria to assist with technical assistance services to potential proposers.
 - c) Holding initial consultation meetings, no less than 14 days prior to the RFQ closing, with proposers to discuss the King County Promise funding opportunity, RFQ requirements, and the feasibility of their proposed plan.
 - d) Providing as-needed technical assistance services to qualified organizations, including:
 - 1) Providing facilitation and strategic partnership to proposers as they work together to draft a joint proposal in response to the King County Promise Partnerships RFQ.

Meetings may occur virtually or in-person, dependent on COVID-19 CDC guidelines at the time of the meeting. Respondents are responsible for a mutually agreed upon platform for virtual and in-person meetings with the organizations.

- 2) Supporting proposers to think through partner roles, program strategies, fiscal plans, opportunities for matching funds, etc.
- 3) Providing culturally responsive support to proposers and helping them build equitable partnerships in response to the King County Promise Partnership RFQ.

- e) Supporting relationship building by helping applicants establish a rapport, trust and strong working relationships through an adaptive and responsive approach. This includes listening and responding to the variety of needs and challenges that organizations often face.
- f) Documenting and communicating with CYYAD on technical assistance needs, trends, and the King County Promise matching progress on an on-going basis.
- g) Submitting monthly reports and invoices to CYYAD staff for services provided.

IV. DELIVERABLES

The responsibilities and deliverables for this work are summarized in the following table:

TABLE A – DELIVERABLES		
Work Item	Anticipated Time Commitment	Estimated Completion Date
1. Complete onboarding with CYYAD staff and King County Promise SSO team.	Up to 5 hours	September 2021
2. Participate in pre-application conferences.	Up to 5 hours	October 2021
3. Hold initial consultation meetings with proposers (proposers will be required to participate in at least one consultation meeting).	Up to 2 hours (per proposer)	October 2021
4. Provide technical assistance services based on proposers' needs.	10 hours (per proposer; may be less or more)	October – December 2021
5. Participate in progress meeting(s) with CYYAD and PSCCN staff.	Up to 4 hours	October – December 2021
6. Submitting monthly reports and invoices to CYYAD staff.	N/A	October – December 2021