



City of Seattle

REQUEST FOR QUALIFICATIONS (RFQ) Consultant Contract

2022 Seattle and King County Comparable Worth Wage Analysis of Human Services Work

#RFQ-HSD-05-03-2022

AMENDMENT #1

05-10-22

RFQ Schedule

Schedule of Events	Estimated Date/Time
RFQ Release	May 3, 2022
Optional- Online Information Session WebEx Join by phone +1-206-207-1700 United States Toll (Seattle) +1-408-418-9388 United States Toll	May 9, 2022 10 a.m.-11 a.m. Pacific Time
Deadline for Questions	May 18, 2022 May 23, 2022
Applications Due	May 24, 2022 May 31, 2022 by 12 p.m. (noon) Pacific Time
Written Application Rating	May 23-June 3 June 1-15, 2022
Applicant Notification	June 6 June 16, 2022
Top Scoring Applicant Interviews	June 6-June 17 June 21-27, 2022
Announcement of Successful Applicant	June 21 June 30, 2022
Award Appeal Period	June 22-July 1 July 1-July 13, 2022
Contract Execution	July 15, 2022 August 1, 2022

*The City reserves the right to modify this timeline.
Changes will be posted on the [HSD Funding Opportunities website](#)
or as otherwise stated.*

**For questions, please email the Funding Process Coordinator: Ann-Margaret Webb,
ann-margaret.webb@seattle.gov**

HSD Online Submission	Email
http://web6.seattle.gov/hsd/rfi/index.aspx	HSD_RFP_RFQ_Email_Submissions@seattle.gov

Unless authorized by the Procurement Contact, no other City official or employee may speak for the City regarding this solicitation until the award process is complete. Any Applicant contacting other City officials or employees does so at Applicant's own risk. The City is not bound by such information.

Table of Contents

Section	Page Number
1. Overview	3
2. Performance Schedule	3
3. Background and Scope of Work	3
4. Deliverables	5
5. Budget	5
6. Contract Modifications	5
7. Procedures and Requirements	5
8. Response Materials and Submittal	12
9. Selection Process	14
10. Award and Contract Execution	15
11. Attachments	16

1. Overview

The City of Seattle Human Services Department (HSD), in partnership with the Seattle Human Services Coalition (SHSC) is seeking applications from individuals, teams, and organizations interested in conducting a **comparable worth wage analysis of the City of Seattle and King County human services sector**.

Approximately \$496,000 in HSD General Fund is available through this RFQ from City Council add [CBA HSD-002-B-001 - CBA HSD-002-B-001](#). HSD intends to fund one proposal. The award will be made for the period of **August 1, 2022-September 30, 2023** ~~July 15, 2022-June 30, 2023~~. The final report will be due no later than **January 31, 2023** ~~October 31, 2022~~.

After the written applications are reviewed by the rating panel, the top scoring applicants will be interviewed. Applicants not moving forward to be interviewed will be notified via email and will have four business days after notification to appeal the decision. HSD’s appeals process can be found on the [HSD Funding Opportunities webpage](#).

All materials and updates to the RFQ are available on [HSD’s Funding Opportunities webpage](#). HSD will not provide individual notice of changes, and applicants are responsible for regularly checking the web page for any updates, clarifications, or amendments. HSD will have no responsibility or obligation to pay any costs incurred by any applicant in preparing a response to this funding opportunity or in complying with any subsequent request by HSD for information or participation throughout the evaluation and selection process. If you have any questions about the Seattle and King County Comparable Worth Wage Analysis of Human Services Work RFQ please contact the Funding Process Coordinator Ann-Margaret Webb via email at ann-margaret.webb@seattle.gov.

2. Performance Schedule

This is a multi-phase contract. Phase I involves completing the Seattle and King County Comparable Worth Wage analysis and report no later than **January 31, 2023** ~~October 31, 2022~~. Phase II includes advising the Seattle Human Services Coalition’s Wage Equity Funding Roundtable on the report’s implementation. The contracted firm will adhere to the following estimated schedule:

Task	Dates
Meet with Wage Equity Funding Roundtable	August 2022 July 2022
Draft Report Due	Mid-January 2023 Mid-October 2022
Final Report Due	January 31, 2023 October 31, 2022
Presentations	February-May 31, 2023 November 1, 2022-February 28, 2023
Advise SHSC’s Wage Equity Funding Roundtable on Implementation of Recommendations	June 1-September 30, 2023 January-June 2023

3. Background and Scope of Work

Background

Governments at all levels rely on the skills and expertise of nonprofit organizations to support well-being in communities so that individuals can reach their potential at every stage of life. Recruiting and retaining effective, experienced human services workers is essential for meeting the goals shared by funders and human service providers. These goals include supporting people to build well-being in communities across Martin Luther King County. Significant pay gaps create hurdles for recruitment and retention of human services workers.

Human service providers and elected officials agree that human services workers are significantly underpaid for the difficult work they do, which puts the whole sector in a precarious position. The people who take care of our children, provide healthcare in community-based clinics, help people without homes connect with resources, engage our elders, support our youth, and care for people with disabilities are often paid at such low levels that they qualify for public support programs themselves. A 2017 report on nonprofits in New York State revealed that pay was so low that 60 percent of those working in the sector were utilizing or had a family member utilizing some form of public assistance benefit such as Medicaid or food stamps.¹ Their pay does not reflect the education required, difficulty, or value of their work to build economic, emotional, physical, developmental, and social well-being for all community members.

Substantial literature on job gendering in economics and sociology indicate that one of the reasons such work may be undervalued is the extent to which care work and the field of human services is associated with feminized labor. Because this work has historically been accomplished by women and people of color, gender and racial discrimination may have had an ongoing impact on human services sector pay.

Among the policy strategies that can be used to address this issue is basing salaries on a comparable worth analysis. This type of analysis looks at wages and benefits paid in jobs and industries that require equivalent levels of skill, education, responsibility, and difficulty as those found in the nonprofit sector. This can provide an opportunity to correct low wages found in the nonprofit sector by providing an alternative to continuing to align wages with a market rate that has been historically suppressed by gendered and race-based discrimination.

Scope of Work

This will be an evaluation of “care work:” a comparable worth/pay equity analysis for local human services jobs as compared with jobs in different fields, especially those in the private sector, that require similar levels of skills, education, difficulty, and responsibility. This analysis is needed to determine an equitable wage for human services workers, based on the value of the work, rather than an historically suppressed market rate. The analysis may rely on a “benchmark jobs” strategy, that looks at a specific set of benchmark jobs that are found in a wide number and variety of human services organizations. A benchmark job is one that has a relatively standard and consistent set of responsibilities from one organization to another. Data is available in valid and reliable salary surveys for these jobs.

Consultants must be interested in working collaboratively with members of the City and with the SHSC to implement an analysis that reaches across multiple employers and multiple sectors of human services work. The design phase of the project should include a consultative process with stakeholders in the SHSC’s Pay Equity Analysis Steering Committee. This consultative process will include human service providers from different job sectors to ensure that the results of the evaluation and analysis will be applicable across sectors. During the data gathering phase, the SHSC will provide connections to human service workers and agencies to enable appropriate access to job sites and workers. In the results phase, human services providers will assist with questions around what form or format will make the information provided most useful to operationalize in the sector.

The resources available to the consultant(s) will include strong engagement by human services workers to help shape the analysis, connections to organizations and staff, and connection to those doing the research.

It is expected that the work of the consultant(s) will be informed by the [King County Nonprofit Wage & Benefits Survey Report](#). The work done by the consultant(s) should not duplicate work already completed by 501 Commons and King County, the authors of the report.

¹ James A. Parrott, *Undervalued & Underpaid: How New York State Shortchanges Nonprofit Human Services Providers and their Workers*, (New York: Restore Opportunity Now, March 2017), page 4.

4. Deliverables

The consultant will provide:

- a 1-3 page Executive Summary of the comparable wage analysis,
- a slide deck reviewing the Executive Summary in order to share results of the analysis,
- a detailed final report including data spreadsheets that break down wage analysis by industry and job title, and
- recommendations for a path forward from the current status of human services sector pay to an updated pay structure within organizations.

The consultant will also take a lead role in presentations regarding their research to stakeholders including local government and nonprofit leaders, elected officials, and community members. These presentations will be done under the direction of, and in partnership with, the SHSC.

Presentations to stakeholders may be combined; stakeholders include but are not limited to the Seattle Human Services Coalition's Wage Equity Funding Roundtable, City of Seattle and King County leadership, City of Seattle Mayor's Office and City Council, King County Executive and Council, and Seattle and King County nonprofits, and community members who engage with nonprofits.

5. Budget

For the purposes of this RFQ, HSD has placed a twenty-five percent (25%) cap on reimbursement for agency indirect costs, based on the total contract budget. This cap is non-negotiable.

The Consultant will be required to pay one-time honorariums of \$500 each to four community experts identified by the Seattle Human Services Coalition. These community members will be involved through the duration of the project. These honorariums, totaling \$2,000, should be included on the line item "3100 Expert & Consultant Services" in the Proposed Budget Form.

We encourage applicants to propose a realistic and meaningful scope of work and budget. If a proposed scope of work and budget necessitates flexibility outside the proposed HSD timeline, the Department will negotiate this upon selection.

6. Contract Modifications

The City Consultant Contract template is attached via a link (See Attachments Section).

The City has attached its boilerplate contract terms to allow Applicants to be familiar with the boilerplate and non-negotiable terms before submitting a proposal. The City may negotiate with the highest ranked apparent successful Applicant. The City cannot modify contract provisions mandated by Federal, State or City law to: Equal Benefits, Audit (Review of Vendor Records), WMBE and EEO, Confidentiality, and Debarment or mutual indemnification. Exceptions to those provisions will be summarily disregarded.

7. Procedures and Requirements

This section details City instructions and requirements for your submittal. The City reserves the right in its sole discretion to reject any Consultant response that fails to comply with the instructions.

7.1 Registration into the Online Business Directory

If you have not previously done so, register at: <http://www.seattle.gov/obd>. The City expects all firms to register. Women- and minority- owned firms are asked to self-identify (see section 7.25). For assistance, call 206-684-0444.

7.2 Pre-Submittal Information Session (Optional)

The City offers an optional online pre-submittal [Information Session](#) at the time and date on page 1. Applicants are highly encouraged to attend but not required to attend to be eligible to propose. The meeting answers questions about the solicitation and clarifies issues.

7.3 Questions

Applicants may email questions to the Funding Process Coordinator until May 18, 2022, 5:00pm, Pacific Time. Failure to request clarification of any inadequacy, omission, or conflict will not relieve the Consultant of responsibilities under any subsequent contract. It is the responsibility of the interested Consultant to assure they receive responses to Questions if any are issued.

7.4 Changes to the RFQ

The City may make changes to this RFQ if, in the sole judgment of the City, the change will not compromise the City's objectives in this solicitation. Any change to this RFQ will be made by formal written addendum issued by the City and shall become part of this RFQ.

7.5 Receiving Addenda and/or Question and Answers

It is the obligation and responsibility of the Consultant to learn of addenda, responses, or notices issued by the City. Some third-party services independently post City of Seattle solicitations on their websites. The City does not guarantee that such services have accurately provided all the information published by the City.

All submittals sent to the City may be considered compliant with or without specific confirmation from the Consultant that any and all addenda was received and incorporated into your response. However, the Funding Process Coordinator reserves the right to reject any submittal that does not fully incorporate Addenda that is critical to the project.

7.6 Proposal Submittal

- a. Proposals must be received by the City no later than the date and time on page 1 except as revised by Addenda.
- b. All pages are to be numbered sequentially, and closely follow the requested formats.
- c. The City has page limits specified in the Response Format Section 8. Any pages that exceed the page limit will be excised from the document for purposes of evaluation.
- d. The submitter has full responsibility to ensure the response arrives at the City within the deadline. A response delivered after the deadline may be rejected unless waived as immaterial by the City given specific fact-based circumstances.

7.8 Email and Online Submission System

The City allows and will accept applications from the HSD Online Submission System or the HSD RFQ email:

Via HSD Online Submission System <http://web6.seattle.gov/hsd/rfi/index.aspx>. HSD advises uploading proposal documents several hours prior to the deadline in case you encounter an issue with your internet connectivity. HSD is not responsible for ensuring that applications are received by the deadline. If you encounter issues with the online submission system, please email Sola Plumacher at sola.plumacher@seattle.gov.

Via Email HSD_RFP_RFQ_Email_Submissions@seattle.gov. Email attachments are limited to 30 MB. **The subject heading must be titled: WAGE ANALYSIS RFQ.** Any risks associated with submitting a proposal by email are borne by the applicant. Applicants will receive an email acknowledging receipt of their application.

7.9 Applicant Responsibility to Provide Full Response

It is the Applicant's responsibility to respond in a manner that does not require interpretation or clarification by the City. The Applicant is to provide all requested materials, forms and information. The Applicant is to ensure the materials submitted properly and accurately reflect the Applicant's offering. During scoring and evaluation (prior to interviews if any), the City will rely upon the submitted materials and shall not accept materials from the Applicant after the RFQ deadline; this does not limit the City's right to consider additional information (such as references that are not provided by the Applicant but are known to the City, or past City experience with the consultant), or to seek clarifications as needed.

7.10 Prohibited Contacts

Applicants shall not interfere in any way to discourage other potential and/or prospective Applicants from proposing or considering a proposal process. Prohibited contacts include but are not limited to any contact, whether direct or indirect (i.e. in writing, by phone, email or other, and by the Applicant or another person acting on behalf of the Applicant) to a likely firm or individual that may discourage or limit competition. If such activity is evidenced to the satisfaction and in sole discretion of the City department, the Applicant that initiates such contacts may be rejected from the process.

7.11 License and Business Tax Requirements

The Consultant must meet all applicable licensing requirements immediately after contract award or the City may reject the Consultant. Companies must license, report and pay revenue taxes for the Washington State business License (UBI#) and Seattle Business License, if required by law. Carefully consider those costs before submitting a proposal, as the City will not separately pay or reimburse such costs.

Seattle Business Licensing and associated taxes

- a. If you have a "physical nexus" in the city, you must obtain a Seattle Business license and pay all taxes due before the Contract can be signed.
- b. A "physical nexus" means you have physical presence, such as: a building/facility/employee(s) in Seattle, you make sales trips into Seattle, your own company drives into Seattle for product deliveries, and/or you conduct service work in Seattle (repair, installation, service, maintenance work, on-site consulting, etc.).
- c. We provide a Consultant Questionnaire Form in our submittal package items later in this RFQ, and it will ask you to specify if you have "physical nexus".
- d. All costs for any licenses, permits and Seattle Business License taxes owed shall be borne by the Consultant and not charged separately to the City.
- e. The apparent successful Consultant(s) must immediately obtain the license and ensure all City taxes are current, unless exempted by City Code due to reasons such as no physical nexus. Failure to do so will cause rejection of the submittal.
- f. The City of Seattle Application for a Business License and additional licensing information can be found this page here: <http://www.seattle.gov/licenses/get-a-business-license>
- g. You can find Business License Application help here: <http://www.seattle.gov/licenses/get-a-business-license/license-application-help>
- h. Self-Filing: You can pay your license and taxes on-line using a credit card. www.seattle.gov/self/
- i. For Questions and Assistance, call the Revenue and Consumer Protection (RCP) office which issues business licenses and enforces licensing requirements. The general e-mail is rca@seattle.gov. The main phone is 206-684-8484.
- j. The licensing website is <http://www.seattle.gov/licenses>
- k. If a business has extraordinary balances due on their account that would cause undue hardship to the business, the business can contact the License and Tax Administration office at tax@seattle.gov to request additional assistance.
- l. Those holding a City of Seattle Business license may be required to report and pay revenue taxes to the City. Such costs should be carefully considered by the Consultant prior to submitting your offer. When allowed by City ordinance, the City will have the right to retain amounts due at the conclusion of a contract by withholding from final invoice payments.

7.12 State Business Licensing

Before the contract is signed, you must have a State of Washington business license (a “Unified Business Identifier” known as a UBI#). If the State of Washington has exempted your business from State licensing (some foreign companies are exempt and sometimes, the State waives licensing because the company has no physical presence in the State), then submit proof of that exemption to the City. All costs for any licenses, permits and associated tax payments due to the State because of licensing shall be borne by the Consultant and not charged separately to the City. Instructions and applications are at <http://bls.dor.wa.gov/file.aspx> and the State of Washington Department of Revenue is available at 1-800-647-7706.

7.13 Federal Excise Tax

The City is exempt from Federal Excise Tax.

7.14 No Guaranteed Utilization

The City does not guarantee utilization of any contract(s) awarded through this RFQ process. The solicitation may provide estimates of utilization; such information is for Consultant convenience and not a usage guarantee. The City reserves the right to issue multiple or partial awards, and/or to order work based on City needs. The City may turn to other appropriate contract sources or supplemental contracts to obtain these same or similar services. The City may re-solicit for new additions to the Consultant pool. Use of such supplemental contracts does not limit the right of the City to terminate existing contracts for convenience or cause.

7.15 Expansion Clause

The contract limits expansion of scope and new work not expressly provided for within the RFQ.

Expansion for new work (work not specified within the original Scope of Work Section of this Agreement, and/or not specified in the original RFQ as intended work for the Agreement) must comply with the following:

(a) New work is not reasonable to solicit separately; (b) is for reasonable purpose; (c) was not reasonably known by the City or Consultant at time of solicitation or was mentioned as a possibility in the solicitation (i.e. future phases of work, or a change in law); (d) is not significant enough to be regarded as an independent body of work; (e) would not attract a different field of competition; and (f) does not change the identity or purpose of the Agreement.

The City may make exceptions for immaterial changes, emergency or sole source conditions, or other situations required in City opinion. Certain changes are not subject to these limitations, such as additional phases of work anticipated during solicitation, time extensions, and work orders issued on an on-call contract. Expansion must be mutually agreed and issued by the City through written Addenda. New work performed before an authorizing amendment may not be eligible for payment.

The City reserves the right to independently solicit and award any new work to another firm when deemed appropriate or required by City policy.

7.16 Effective Dates of Offer

Solicitation responses are valid until the application deadline listed on page 1.

7.17 Cost of Preparing Proposals

The City is not liable for costs incurred by the Applicant to prepare, submit and present proposals, interviews and/or demonstrations.

7.18 Readability

The City’s ability to evaluate proposals is influenced by the organization, detail, comprehensive material and readable format of the response.

7.19 Changes or Corrections to Proposal Submittal

Prior to the submittal due date, a Consultant may change its proposal, if initialed and dated by the Consultant. No changes are allowed after the due date and time.

7.20 Errors in Proposals

Applicants are responsible for errors and omissions in their proposals. No error or omission shall diminish the Applicant's obligations to the City.

7.21 Withdrawal of Proposal

A submittal may be withdrawn by written request of the submitter.

7.22 Rejection of Proposals

The City may reject any or all proposals with no penalty. The City may waive immaterial defects and minor irregularities in any submitted proposal.

7.23 Incorporation of RFQ and Proposal in Contract

This RFQ and Applicant's response, including promises, warranties, commitments, and representations made in the successful proposal once accepted by the City, are binding and incorporated by reference in the City's contract with the Applicant.

7.24 Independent Contractor

The Consultant works as an independent contractor. The City will provide appropriate contract management, but that does not constitute a supervisory relationship to the consultant. Consultant workers are prohibited from supervising City employees or from direct supervision by a City employee. Prohibited supervision tasks include conducting a City of Seattle Employee Performance Evaluation, preparing and/or approving a City of Seattle timesheet, administering employee discipline, and similar supervisory actions.

Contract workers shall not be given City office space unless expressly provided for below, and in no case shall such space be provided for over 36 months without specific authorization from the City.

The City will not provide space in City offices for performance of this work. Consultants will perform most work from their own office space or the field.

7.25 Equal Benefits

Seattle Municipal Code Chapter 20.45 (SMC 20.45) requires consideration of whether Applicants provide health and benefits that are the same or equivalent to the domestic partners of employees as to spouses of employees, and of their dependents and family members. The Consultant Questionnaire requested in the Submittal instructions includes materials to designate your equal benefits status.

Note to Project Manager: This provision may change depending on the funding source of the project. For instance, if you have a Federal Transit Administration (FTA) funded project, Disadvantaged Business Enterprise (DBE) Requirements will apply in lieu of WMBE. Make sure you include all the appropriate requirements in your federally funded contracts.

7.26 Women and Minority Subcontracting

The Mayor's Executive Order and City ordinance require the maximum practicable opportunity for successful participation of minority and women-owned subcontracts. All Applicants must agree to SMC Chapter 20.42, and seek meaningful subconsultant opportunities with WMBE firms. The City requires a plan for including minority- and women-owned firms, which becomes a material part of the contract. The Plan must be responsive in the opinion of the City, which means a meaningful and successful search and commitments to include WMBE firms for subcontracting work. The City reserves the right to improve the Plan with the winning Consultant before contract execution. Consultants should use selection methods and strategies sufficiently effective for successful WMBE participation. At City request, Consultants must furnish evidence such as copies of agreements with WMBE subconsultants either before contract execution or during contract performance. The winning

Consultant must request written approval for changes to the Inclusion Plan once it is agreed upon. This includes changes to goals, subconsultant awards and efforts.

WMBE firms need not be state certified to meet the City's WMBE definition. The City defines WMBE firms as at least 51% (percent) owned by women and/or minority. To be recognized as a WMBE, register on the City's [Online Business Directory](#). Federally funded transportation projects require a Disadvantaged Business Enterprises (DBE) program; for that program, firms must be certified by the [Washington State Office of Minority and Women Business Enterprises \(OMWBE\)](#).

7.27 Insurance Requirements

Any special insurance requirements are provided as an Attachment. If attached, provide proof of insurance and additional insured endorsement policy language to the City before Contract execution. The apparent successful Applicant must promptly provide proof of insurance to the City upon receipt of the notice of intent to award. Consultants are encouraged to immediately contact their Broker to begin preparation of the required insurance documents, if the Consultant is selected as a finalist. Applicants may elect to provide the requested insurance documents within their Proposal.

7.28 Proprietary Materials

The State of Washington's Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) all materials received or created by the City of Seattle are considered public records. These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other bid material.

The State of Washington's Public Records Act requires that public records must be promptly disclosed by the City upon request unless that RCW or another Washington State statute specifically exempts records from disclosure. Exemptions are narrow and explicit and are listed in Washington State Law (Reference RCW 42.56 and RCW 19.108).

Bidders/Applicants must be familiar with the Washington State Public Records Act and the limits of record disclosure exemptions. For more information, visit the Washington State Legislature's website at <http://app.leg.wa.gov/rcw/default.aspx?cite=42.56>.

If you have any questions about disclosure of the records you submit with your bid, contact the Procurement Contact named in this document.

Marking Your Records Exempt from Disclosure (Protected, Confidential, or Proprietary)

As mentioned above, all City of Seattle offices ("the City") are required to promptly make public records available upon request. However, under Washington State Law some records or portions of records are considered legally exempt from disclosure and can be withheld. A list and description of records identified as exempt by the Public Records Act can be found in RCW 42.56 and RCW 19.108.

If you believe any of the records you are submitting to the City as part of your bid/proposal or contract work products are exempt from disclosure you can request that they not be released before you receive notification. To do so you must complete the City Non-Disclosure Request Form ("the Form") provided by the City (see page 4 on the Consultant Questionnaire) and very clearly and specifically identify each record and the exemption(s) that may apply. (If you are awarded a City contract, the same exemption designation will carry forward to the contract records.)

The City will not withhold materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. Do not identify an entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria you cite on

the Form. Only the specific records or portions of records properly listed on the Form will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

If the City receives a public disclosure request for any records you have properly and specifically listed on the Form, the City will notify you in writing of the request and will postpone disclosure. While it is not a legal obligation, the City, as a courtesy, will allow you up to ten business days to file a court injunction to prevent the City from releasing the records (reference RCW 42.56.540). If you fail to obtain a Court order within the ten days, the City may release the documents.

The City will not assert an exemption from disclosure on your behalf. If you believe a record(s) is exempt from disclosure you are obligated to clearly identify it as such on the Form and submit it with your solicitation. Should a public record request be submitted to City Purchasing for that record(s), you can then seek an injunction under RCW 42.56 to prevent release. By submitting a bid document, the bidder acknowledges this obligation; the Applicant also acknowledges that the City will have no obligation or liability to the Applicant if the records are disclosed.

Requesting Disclosure of Public Records

The City asks bidders and their companies to refrain from requesting public disclosure of bids until an intention to award is announced. This measure is intended to protect the integrity of the solicitation process particularly during the evaluation and selection process or in the event of a cancellation or re-solicitation. With this preference stated, the City will continue to be responsive to all requests for disclosure of public records as required by State Law. If you do wish to make a request for records, visit <https://www.seattle.gov/public-records/public-records-request-center>.

7.29 Ethics Code

Familiarize yourself with the City Ethics code: http://www.seattle.gov/ethics/etpub/et_home.htm. For an in depth explanation of the City's Ethics Code for Contractors, Vendors, Customers and Clients, visit: <http://www.seattle.gov/ethics/etpub/fagcontractorexplan.htm>. Any questions should be addressed to Seattle Ethics and Elections Commission at 206-684-8500.

No Gifts and Gratuities

Consultants shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work, or meals) to any City employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Consultant. An example of this is giving sporting event tickets to a City employee who is also on the evaluation team of a solicitation to which you submitted or intend to submit. The definition of what a "benefit" would be is broad and could include not only awarding a contract but also the administration of the contract or evaluating contract performance. The rule works both ways, as it also prohibits City employees from soliciting items from Consultants.

Involvement of Current and Former City Employees

The Consultant Questionnaire within your submittal documents prompts you to disclose any current or former City employees, official or volunteer that is working or assisting on solicitation of City business or on completion of an awarded contract. Update that information during the contract.

Contract Workers with over 1,000 Hours

The Ethics Code applies to Consultant workers that perform over 1,000 cumulative hours on any City contract during any 12-month period. Any such employee must abide by the City Ethics Code. The Consultant is to be aware of and familiar with the Ethics Code accordingly.

No Conflict of Interest

Consultant (including officer, director, trustee, partner or employee) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in

selection, negotiation, drafting, signing, administration or evaluating Consultant performance. The City shall make sole determination as to compliance.

Campaign Contributions (Initiative Measure No. 122)

Elected officials and candidates are prohibited from accepting or soliciting campaign contributions from anyone having at least \$250,000 in contracts with the City in the last two years or who has paid at least \$5,000 in the last 12 months to lobby the City. See Initiative 122, or call the Ethics Director with questions. For questions about this measure, contact: Polly Grow, Seattle Ethics and Elections, 206-615-1248, or polly.grow@seattle.gov.

7.30 Background Checks and Immigrant Status

The Agency shall maintain written criminal background check policies and procedures that comply with all applicable federal, state and local laws and regulations, and shall keep records demonstrating compliance. Such policies and procedures shall include provisions for screening job applicants and volunteer candidates who may have unsupervised access to vulnerable adults (as defined in RCW 43.43.830) and children under 16 years of age and participants younger than 18 years old. The Agency's criminal background check policies, procedures and records shall be available for review upon request by City staff.

The Agency shall have written personnel policies and procedures for expected professional behavior to include prevention of sexual misconduct for staff working with youth and young adults. The following link is a resource for staff training. The training is available online at

<http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=18626>

7.31 Notification Requirements for Federal Immigration Enforcement Activities

Prior to responding to any requests from an employee or agent of any federal immigration agency including the Immigration and Customs Enforcement (ICE), the U.S. Department of Homeland Security (DHS), Homeland Security Investigations (HSI), Enforcement Removal Operations (ERO), Customs and Border Protection (CBP), and U.S. Citizenship and Information Services (USCIS) regarding your City contract, Consultants shall notify the HSD Contract Specialist immediately.

Such requests include, but are not limited to:

- a. requests for access to non-public areas in City buildings and venues (i.e., areas not open to the public such as staff work areas that require card key access and other areas designated as "private" or "employee only"); or
- b. requests for data or information (written or oral) about workers engaged in the work of this contract or City employees.

No access or information shall be provided without prior review and consent of the City. The Consultant shall request the ICE authority to wait until the HSD Contract Specialist is able to verify the credentials and authority of the ICE agent and will direct the Consultant on how to proceed.

8. Response Materials and Submittal

Prepare your response as follows. Use the following format and provide all attachments. The Application Narrative Response shall not exceed 4 pages (1.0 spaced, 11-point font with 1- inch margins). The Budget forms, Cover Page, Consultant Questionnaire, Proof of Legal Business Name, Minimum Qualifications, Consultant Inclusion Plan, and Non-Disclosure Agreement must be submitted but do not count toward the 4-page limit. Failure to provide all information below on proper forms and in order requested may cause the City to reject your response.

1. Mandatory – Application Cover Sheet

The template for the Application Cover Sheet is included in the RFQ attachments.

2. Mandatory – Application Narrative Response (worth 50 points):

Applicants must submit responses to the following questions:

A. Describe the background of each member of the Applicant’s team, including education and experience relevant to this project. How does their background qualify them for this work? (10 points)

Rating Criteria – A strong application meets all of the criteria listed below

- *Qualifications of the team include high level research skills, including equal pay and/or comparable worth analysis.*
- *Qualifications of the team include experience presenting findings to nonacademic audiences and policymakers.*

B. Describe your experience with wage analysis research. What industries were included in your research? What were the deliverables (reports, presentations, etc.) and who were the main audiences? How were the findings of your research used? What impact did your analysis have on wage equity and comparability within or across industries? Were there lessons learned from previous research and results applicable to this study? (15 points)

Rating Criteria – A strong application meets all of the criteria listed below

- *Applicant has experience conducting wage analysis research.*
- *Applicant can demonstrate that their wage analysis research has been useful in improving wage equity and comparability, especially across multiple employers.*

C. Describe your proposed methodology, data sources, and other resources you will utilize to complete this project. How will you control for the historical devaluation of care work and assure the results are actionable in the economic and policy context of Seattle and King County? (10 points)

Rating Criteria – A strong application meets all of the criteria listed below

- *Methodology includes elements of skills, effort, responsibilities, and working conditions reflective of the range of human services jobs, and comparison to jobs that have historically been held predominantly by white men.*
- *Applicant describes appropriate resources to successfully complete the wage analysis according to the timeline provided in the RFQ Guidelines, including recent Seattle and King County job and wage data or a methodology to adjust for the local cost of living and wage and benefit standards.*

D. Describe your experience conducting research with nonprofits. What role did the nonprofits play in the research? Were they compensated for their work? (10 points)

Rating Criteria – A strong application meets all of the criteria listed below

- *Applicant has experience working with nonprofits.*
- *Applicant is able to clearly describe the role nonprofits had in the research and how they were compensated.*

E. Complete the Proposed Program Budget and Proposed Personnel Budget (Attachment 3) for this project. Budget worksheets will not count toward the 4-page narrative limit. Describe how these funds will be used, including how you plan to compensate nonprofits and community partners that participate in the research and data collection. (5 points)

Rating Criteria – A strong application meets all of the criteria listed below

- *Costs are reasonable and appropriate.*
- *The applicant has a plan to equitably compensate nonprofits that participate in the research and data collection.*

3. Mandatory - Addenda

1. Consultant Questionnaire & Non-Disclosure Agreement:

Submit the following questionnaire in your response, even if you sent one into the City for previous solicitations:

<http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Consulting/fas-cpcs-consultant-questionnaire.docx>

2. Proof of Legal Business Name (if applicable):

Provide a certificate or documentation from the Secretary of State in which you incorporated that shows your company legal name. Many companies use a “Doing Business As” name or nickname in daily business; the City requires the legal name for your company. When preparing all forms below, use the proper company legal name. Your company’s legal name can be verified through the State Corporation Commission in the state in which you were established, which is often located within the Secretary of State’s Office for each state. For the State of Washington, see

<http://www.secstate.wa.gov/corps/>

3. Mandatory – Consultant Inclusion Plan:

You must submit the following in your response.

Click on the following link to open the Consultant Inclusion Plan:

<http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/WMBE/fas-cpcs-consultant-inclusion-plan.docx>

Submittal Checklist

Your response should be packaged with each of the following. This list assists with quality control before submittal of your final package. Addenda may change this list; check any final instructions:

1. Mandatory – Cover Letter
2. Mandatory – Proposed Budget and Proposed Personnel Detail Budget
3. Mandatory – Proposal Narrative Response (see Proposal Response Section, above).
4. Mandatory – Addenda (see Section 11. Attachments for links)
 - a. Consultant Questionnaire & Non-Disclosure Agreement
 - b. Proof of Legal Business Name (if applicable)
 - c. Consultant Inclusion Plan

9. Selection Process

9.2 Proposal Evaluation

The City will evaluate written proposals using the criteria included with each question in Section 8 Response Materials and Submittal, Application Narrative. Responses will be evaluated, scored and ranked. Written responses make up 50% of the overall score.

9.3 Interviews

After written applications are reviewed by the rating panel, the top scoring applicants will be interviewed. Interviews will be conducted and scored by the rating panel. Consultants invited to interview are to bring the assigned key person(s) named by the Consultant in the Proposal and may bring other key personnel named in

the Proposal. The Consultant shall not bring individuals who do not work for the Consultant or are not on the project team without advance authorization by the RFQ Coordinator, ann-margaret.webb@seattle.gov.

9.5 Selection

The City shall select the highest ranked applicant, including written proposal and interview scores, for an award. The City reserves the right to make a final selection based on the combined results and/or the overall consensus of the Consultant Evaluation Committee.

9.6 Contract Negotiations

The City may negotiate elements of the proposal as required to best meet the needs of the City with the apparent successful applicant. The City may negotiate any aspect of the proposal or the solicitation. The City does not intend to negotiate the base contract, which has been attached (See Attachments).

9.7 Right to Award to next ranked Consultant

If a contract is executed resulting from this solicitation and is terminated within 90-days, the City may return to the solicitation process to award to the next highest ranked responsive Consultant by mutual agreement with such Consultant. New awards thereafter are also extended this right.

9.8 Repeat of Evaluation

If no Consultant is selected at the conclusion of all the steps, the City may return to any step in the process to repeat the evaluation with those proposals active at that step. The City shall then sequentially step through all remaining steps as if conducting a new evaluation process. The City reserves the right to terminate the process if no proposals meet its requirements.

10. Award and Contract Execution

Expected announcement of award is scheduled for **June 30, 2022** ~~June 21, 2022~~.

10.1 Appeals

Upon written notification from HSD of an ineligible, incomplete, or unfunded proposal, applicants have the right to protest or appeal the decision within four (4) business days of the written notification.

Grounds for Appeals: Only an appeal alleging an issue concerning the following subjects shall be considered:

- Violation of policies established in this funding opportunity.
- Failure to adhere to guidelines or published criteria and/or procedures established in this funding opportunity.

For complete details on how to appeal the funding decision, see [HSD Appeals Process](#).

10.2 Limited Debriefs

The City issues results and award decisions to all bidders. The City provides debriefing on a limited basis for the purpose of allowing bidders to understand how they may improve in future bidding opportunities.

10.3 Instructions to the Apparently Successful Consultant(s)

The Apparently Successful Consultant(s) will receive an Intent to Award Letter from the Procurement Contact after award decisions are made by the City. The Letter will include instructions for final submittals due prior to execution of the contract.

Once the City has finalized and issued the contract for signature, the Consultant must execute the contract and provide all requested documents within ten (10) business days. This includes attaining a Seattle Business License, payment of associated taxes due, and providing proof of insurance. If the Consultant fails to execute the contract with all documents within the ten (10) day time frame, the City may cancel the award and proceed to

the next ranked Consultant, or cancel or reissue this solicitation. Cancellation of an award for failure to execute the Contract as attached may disqualify the firm from future solicitations for this same work.

10.4 Checklist of Requirements Prior to Award

The Consultant(s) should anticipate the Letter will require at least the following. Consultants are encouraged to prepare these documents in advance, when possible, to eliminate risks of late compliance.

- Seattle Business License is current and all taxes due have been paid.
- State of Washington Business License.
- Evidence of Insurance

10.6 Taxpayer Identification Number and W-9

Unless the Consultant has already submitted a Taxpayer Identification Number and Certification Request Form (W-9) to the City, the Consultant must execute and submit this form prior to the contract execution date.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

10.7 Insurance Requirements

Proof of insurance is required, link to Insurance Transmittal Form below.

<http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Consulting/fas-city-finance-risk-transmittal-consultant-services.docx>

10.8 Standard Consultant Contract Template

Found here:

<http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Consulting/fas-cpcs-consultant-standard-roster-consultant-agreement.docx>

11. Attachments

Budget templates and Cover Page can be found on the [HSD Funding Process Opportunities](#) website.

[11.1 Budget Template \(Word or Excel\) and Cover Page](#)

All below attachments are linked throughout Consultant Contract and included here for ease of access.

[11.2 Consultant Questionnaire & Non-Disclosure Agreement](#)

[11.3 Proof of Legal Business Name](#)

[11.4 Consultant Inclusion Plan](#)

[11.5 Taxpayer Identification Number and W-9](#)

[11.6 Insurance Requirements](#)

[11.7 Standard Consultant Contract Template](#)



**City of Seattle
Human Services Department**

**2022 Seattle and King County
Comparable Worth Wage Analysis of Human Services Work
Request for Qualifications**

Application Cover Sheet

1. Name of Individual Applicant or Organization:	
2. Primary Contact for Communication Related to this Application, including communication related to interviews and award decisions: Name: _____ Title: _____ Address: _____ Email: _____ Phone #: _____	
9. Funding Amount Requested:	
<p>Authorized physical signature of applicant/lead organization</p> <p><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></p> Name and Title of Authorized Representative: _____ Signature of Authorized Representative: _____ Date: _____	

**2022 Seattle and King County
Comparable Worth Wage Analysis of Human Services Work Request for Qualifications (RFQ)**

AMENDMENT #1

05/10/22

Proposed Budget

August 1, 2022-September 30, 2023 ~~July 15, 2022-June 30, 2023~~

Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage](#)

Name of Individual Applicant or Organization:	
--	--

Item	Amount by Fund Source			Total Project
	Requested HSD Funding	Other ¹	Other ¹	
1000 - PERSONNEL SERVICES				
1110 Salaries (Full- & Part-Time)				\$
1300 Fringe Benefits				\$
1400 Other Employee Benefits ²				\$
SUBTOTAL - PERSONNEL SERVICES	\$	\$	\$	\$
2000 - 4000 - SUPPLIES, OTHER SERVICES & CHARGES				
2100 Office Supplies				\$
2200 Operating Supplies ³				\$
2300 Repairs & Maintenance Supplies				\$
3100 Expert & Consultant Services				\$
3140 Contractual Employment				\$
3150 Data Processing				\$
3190 Other Professional Services ⁴				\$
3210 Telephone				\$
3220 Postage				\$
3300 Automobile Expense				\$
3310 Convention & Travel				\$
3400 Advertising				\$
3500 Printing & Duplicating				\$
3600 Insurance				\$
3700 Public Utility Services				\$
3800 Repairs & Maintenance				\$
3900 Rentals - Buildings				\$
Rentals - Equipment				\$
4290 Other Miscellaneous Expenses ⁵				\$
4999 Administrative Costs/Indirect Costs ⁶				\$

SUBTOTAL - SUPPLIES, OTHER SERVICES & CHARGES	\$	\$			\$
TOTAL EXPENDITURES	\$	\$			\$

¹ Identify specific funding sources included under the "Other" column(s) above:

	\$
	\$
	\$
	\$
Total	\$

² Other Employee Benefits - Itemize below:

	\$
	\$
	\$
	\$
Total	\$

³ Operating Supplies - Itemize below (Do Not Include Office Supplies):

	\$
	\$
	\$
	\$
Total	\$

⁴ Other Professional Services - Itemize below:

	\$
	\$
	\$
	\$
Total	\$

⁵ Other Miscellaneous Expenses - Itemize below:

	\$
	\$
	\$
	\$
Total	\$

⁶ Administrative Costs/Indirect Costs - Itemize below:

	\$
	\$
	\$
	\$
Total	\$

⁶ Administrative Costs/Indirect Costs: For this RFQ, the Human Services Department has placed a twenty-five percent (25%) cap on reimbursement for agency indirect costs, based on the total contract budget.

**2022 Seattle and King County
Comparable Worth Wage Analysis of Human Services Work
Request for Qualifications (RFQ)**

AMENDMENT #1

05/10/22

Proposed Personnel Detail Budget

August 1, 2022-September 30, 2023 ~~July 15, 2022-June 30, 2023~~

Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage](#)

Name of Individual Applicant or Organization:	
--	--

Applicant's Full-Time Equivalent (FTE) =	hours/week	Amount by Fund Source(s)								
		Position Title	Staff Name	FTE	# of Hours Employed	Hourly Rate	Requested HSD Funding	Other Fund Source	Other Fund Source	Other Fund Source
Subtotal – Salaries & Wages										
Personnel Benefits:										
FICA										
Pensions/Retirement										
Industrial Insurance										
Health/Dental										
Unemployment Compensation										
Other Employee Benefits										
Subtotal – Personnel Benefits:										
TOTAL PERSONNEL COSTS (SALARIES & BENEFITS):										