



2022 Community Interventions for Domestic Violence Workgroup Request for Qualifications

PROCUREMENT SCHEDULE

Schedule of Events	Date/Time
Solicitation Release	Feb 16 th 2022
Deadline for Questions	Feb 28 th 2022
Response Deadline/Applications Due	March 11 th 2022
Interviews	March 16 th - March 23 rd 2022
Announcement of Successful Proposer(s)	March 31, 2022
Anticipated Negotiation Schedule	April 8 – April 29 th 2022
Contract Execution	May 2, 2022

The City reserves the right to modify this.

Changes will be posted on the City website or as otherwise stated.

Mayor's Executive Order 2021-08 Vaccination Requirements for City Contractors

The Consultant, by submitting its Proposal, agrees that it will comply with Mayor's Executive Order 2021-08, regarding COVID-19 Vaccination Requirements, and that it will require its workers, service providers, subcontractors, suppliers, and their workers to comply as well. Furthermore, the Consultant shall submit the City provided Vaccine Attestation form (available at www.seattle.gov/contractorvax) no later than 5 days prior to the start of the Work. During the performance of the Work, Consultant shall provide an updated Vaccine Attestation form upon the City's request.

The Executive Order and Vaccine Attestation Form are incorporated herein and are available at: www.seattle.gov/contractorvax.

All costs related to the Mayor's Executive Order shall be considered included with or incidental to other Bid/Cost items.

CONTACT INFORMATION

Procurement Contact: Caedmon Magboo Cahill, Policy Manager, caedmon.cahill@seattle.gov, 206.833.8959

Please direct any questions regarding this procurement process to the procurement contact. Any changes to this RFQ process can be found on SOCR's website.

PURPOSE AND SCOPE OF WORK

PURPOSE

This consultant will be hired to convene and facilitate SOCR's 2022 Community Interventions for Domestic Violence Workgroup (hereafter called "Workgroup"). This project is developed in response to Seattle City Council 2021 Budget Action adding funds to SOCR to "create and staff a work group of community members to issue recommendations about alternatives to incarceration for individuals accused of misdemeanor domestic violence (DV)" ([CBA OCR-002-A-001](#)). This project was a primary recommendation by the [Community Task Force Report](#) on the Criminal Legal System (CLS) issued in September 2021. The report recommendation stated that [a] workgroup of community experts and survivors would focus on non CLS responses that have the capacity, agility, and flexibility to respond to a host of scenarios that would otherwise constitute misdemeanor DV."

The Community Task Force offered this recommendation because:

[T]he criminal legal system typically addresses Domestic Violence (DV) through arrests, incarceration, mandatory programs such as the Domestic Violence Intervention Project (DVIP), and diversion programs... The handling of DV through the CLS has several problems. In misdemeanor DV cases, the framework is often heteronormative and does not consider the dynamics of queer and trans communities. The punitive response also dissuades communities impacted by state violence from seeking resources due to the fear of repercussions and unintended consequences of engaging with the legal system. Mandatory treatment for DV further dilutes the effectiveness of restorative and therapeutic solutions to DV. By the time the police enter the situation, it is after several incidents and years of accumulated tensions and violence... A workgroup of community experts and survivors would focus on non-CLS responses to DV and support building up community infrastructure for non-CLS responses that have the capacity, agility, and flexibility to respond to a host of scenarios that would otherwise constitute misdemeanor DV. For example, there should be supportive community structures outside of the CLS available to survivors and those who cause harm long before crisis situations arise. This centers the well-being, self-determination, and safety of survivors and holds the humanity of those who perpetrate DV, understanding that many times perpetrators themselves can also be survivors of violence. We value healing for all parties involved, which includes access to basic needs, resources, and care. We support the use of community-based responses, a network of safe houses for survivors, and well-resourced community-based accountability systems for perpetrators that do not further criminalize them.

The consultant will convene and facilitate the Workgroup and work in collaboration with SOCR's Policy Division staff to ensure the Workgroup will meet the following objectives:

- Analyze current Seattle Municipal Court adjudication of misdemeanor DV cases and existing

- court-mandates programs including Domestic Violence Intervention Program (DVIP);
- Engage with survivors of DV misdemeanor violence about what prevention support and crisis support could look like;
- Engage with individuals charged with DV misdemeanor violence on the effectiveness of programs;
- Identify existing gaps in the current landscape of DV support work and areas for further skill building and support for existing grassroots and non-profit formations; and
- After completing the above, develop recommendations to institutional stakeholders regarding how to handle misdemeanor DV.

SCOPE OF WORK

A consultant will be selected to convene and facilitate a workgroup of experts and community members to identify and develop recommendations around community-based interventions and prevention for domestic violence.

A qualified consultant will have expert knowledge of community-based responses to domestic violence, have experience developing and building community-based responses and will have organizing relationships with other providers who are currently providing community-based responses to domestic violence.

This project will commence upon selection of the consultant and will continue for approximately one year from start date.

The project will include three phases:

- The first phase is **Workgroup Planning and Development**: This phase is approximately 1-3 months from project start date. During this phase consultant will work with the SOCR Project Lead to develop Workgroup composition and curriculum.
- The second phase is **Workgroup Convening**: This phase lasts approximately 6-9 months after the completion of the first phase. During this phase consultant will convene and facilitate the Workgroup; help the Workgroup identify and develop recommendations; and help Workgroup identify gaps in current landscape of DV support services.
- The third phase is **Report Drafting and Sharing**: This phase lasts approximately 1-3 months after completion of the second phase. During this phase consultant will write report reflecting Workgroup's recommendations and upon completion of report, lead Workgroup in sharing report with the Mayor's Office and City Council.

In addition to above, the Consultant will schedule all Workgroup meetings at a time most convenient for the Workgroup members and Consultant. At this time, we expect that all Workgroup meetings could be held virtually. SOCR staff will attend Workgroup meetings, will take notes at Workgroup meetings, and will provide additional research and analysis requested and required by Workgroup to meet Workgroup deliverables.

BUDGET

The total budget for the project is \$120,000. \$75,000 of the total budget will be used for consultant compensation. The remaining budget will be used to pay for community member participation in the Workgroup and any other associated costs related to community member participation.

MINIMUM QUALIFICATIONS AND ELIGIBILITY REQUIREMENTS

Minimum qualifications are required for an applicant to be eligible to submit an application. All applications must show compliance to these minimum qualifications. Those that are not responsive to these qualifications shall be rejected by the City without further consideration:

- Must have demonstrated experience in the development of community-based responses to domestic violence
- Must have demonstrated experience convening a group of diverse individuals and facilitating challenging conversations to reach a shared outcome.
- Must have demonstrated experience fostering organizing relationships with providers of community-based domestic violence interventions.
- Must have familiarity with criminal legal system responses to domestic violence.
- Must have expert knowledge of gender justice, racial justice, and expert familiarity with oppressions that disproportionately impact survivors of domestic violence.

Eligibility Requirements

In addition to the above minimum qualifications, all applicants must meet the following eligibility requirements to apply:

- Applicants must follow non-discrimination and equal opportunity provisions mandated by federal, state, and city laws.
- Applicants that are incorporated must be in good standing and meet all licensing requirements applicable to its organization, e.g., Washington State Business License (UBI#), Seattle Business License, 501(c)(3).
- If your organization is not incorporated, you can still apply with a fiscal sponsor that is incorporated. See more information about grant agreements and fiscal sponsors under the Application Section I below.
- Applicants must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the organization/coalition.
- **All Applicants must show compliance with the following vaccination requirements:** (December 5, 2021) Mayor's Executive Order 2021-08 Vaccination Requirements for City Contractors. The Applicant, by submitting its Proposal, agrees that it will comply with Mayor's Executive Order 2021-08, regarding COVID-19 Vaccination Requirements, and that it will require its workers, service providers, subcontractors, suppliers, and their workers to comply as well if their work involves being on-site or in-person. Furthermore, the Applicant shall submit the City-provided Vaccine Attestation form ([Link](#)) no later than 5 days prior to the start of the Work. During the performance of the Work, Consultant shall provide an updated Vaccine Attestation form upon the City's request. The Executive Order and Vaccine Attestation Form are incorporated herein and are available at: www.seattle.gov/contractorvax

All costs related to the Mayor's Executive Order shall be considered included with or incidental to other Cost items.

We encourage joint applications and collaboration between organizations/coalitions.



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APPLICATION INSTRUCTIONS

Submission Instructions & Deadline

Applications are due by March 11, 2022. Please submit all proposals via email to Caedmon.Cahill@seattle.gov. Applications submitted after the due date will not be considered.

Application Content

The 2022 Community Interventions Domestic Violence Workgroup consists of the following sections and questions. However, the City of Seattle reserves the right to request additional information from Applicants.

- 1. Letter of Interest:** An introductory letter of interest signed by the Applicant that contains an explanation why the Applicant is interested in this project and its success. The letter should also identify a single point of contact and their contact information for all communications related to the application.
- 2. Statement of Qualifications:** A statement that demonstrates Applicant possesses the minimum qualifications and highlights experience with similar projects.

Selection Process

A Review Panel of community members and City staff will review, rate, and make final selection recommendations based on the evaluation criteria. The SOCR Director (the "Director") will make the final award decisions based on the Review Panel recommendations.

Top scoring applicants will be invited to interview. The interviews will be an opportunity for consultants to expand on their qualifications and relevant experience.

Following the Director's selection decision, SOCR will notify the successful Applicant. SOCR shall proceed to issue a written contract agreement to the selected Applicant.

The City reserves the right to: make amendments to this RFQ; reject any and all proposals; award no funds; award some, but not all, of the funds; terminate the RFQ process at any point prior to executing the contract; and waive immaterial defects or inconsistencies in any application.

All applications must be prepared at Applicant's expense. Applicants are responsible for the completeness of their applications and for any errors or omissions in the applications.

If any Applicant disagrees with an award decision, the Applicant must notify SOCR Procurement Contact in writing stating the reason the Applicant disputes the decision by April 5, 2022. The matter shall be referred to the Director for review and decision. The Director may seek input from the Review Panel or any other source in order to make a decision. The Director will provide a written statement regarding the Applicant's dispute and the Director's decision shall be final.

Grant Agreement, Fiscal Sponsors

The City shall not be obligated to provide any funding until both the City and Applicant have signed a mutually acceptable written contract. While the City encourages joint applications and collaborations, the contract will be with one agency and the funding will be disbursed through that agency. As a result, coalitions or joint Applicants are encouraged to designate a lead agency or group for purposes of the contract.

Before contract signature, Applicants using a fiscal sponsor must submit a signed agreement that is between the Applicant(s) and the fiscal sponsor. The agreement should outline the mutual roles and responsibilities of the parties. If the Applicant is using a fiscal sponsor, the agreement should also outline any administrative fees and payments to the fiscal sponsor.

Before entering a grant agreement, Applicants must meet any licensing requirements that apply to their proposed activities. Companies must license, report, and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are legally required to hold such a license. This requirement may be met by a fiscal sponsor.

Public Records Act

The City of Seattle is subject to Washington State Public Records Act (the "Act"). Under the Act, documents and records received by the City of Seattle, including materials submitted in response to this RFP, are considered public records. The Act requires that public records must be promptly disclosed by the City upon request unless there is a specific exemption that applies.

Evaluation Criteria

Selection of a consultant will be based on both the quality and depth of the Applicant's past work and their approach to the project. Consideration will be given to Applicants with demonstrated successful experience in completing projects of similar type and scope.

The Review Panel will use the following criteria for evaluating Statements of Qualifications and selecting finalists:

- Experience developing community-based responses to domestic violence.
- Experience convening groups of diverse individuals and facilitating challenging conversations to reach a shared outcome.
- Experience fostering organizing relationships with providers of community-based domestic violence interventions.
- Familiarity with criminal legal system response to domestic violence.

- Expert knowledge of gender justice, racial justice, and expert familiarity with oppressions that disproportionately impact survivors of domestic violence.
- Experience drafting reports that synthesize recommendations.