



RACE-EQUITY CONSULTANT RFP

About the RFP

[Seattle Jobs Initiative \(SJI\)](#) is seeking an experienced facilitator and consultant to advance our race-equity commitment in line with our strategic plan.

The focus of this RFP is operationalizing our race-equity commitment specific to our areas of work. Responses should focus on the impact of services provided as it relates to the areas of work of the organization.

About SJI

As federal policy in the 1990's reduced opportunities for job training for low-income individuals, Mayor Norm Rice was looking for ways to do things differently. He created a partnership with Annie E. Casey Foundation and Seattle's Office of Economic Development (OED) to create Seattle Jobs Initiative, which would combine job-skills training, wraparound services, and business involvement to connect low-income individuals with living-wage jobs. A year-long planning effort by OED in conjunction with low-income residents, businesses, foundations, community colleges, and community-based organizations produced the blueprint for SJI's approach. In 1997, SJI was officially launched. In January 2003, SJI spun off from OED and established itself as an independent 501(c)(3) nonprofit organization.

Today, SJI continues to function as a workforce development intermediary invested in providing long-term solutions for a diverse workforce that serves the needs of both industry and the residents of Washington. This work is achieved through SJI's three teams: Partnerships and Career Pathways; Policy, Research and Evaluation; and Consulting and Technical Assistance.

SJI's purpose is driven by the following:

Our Mission: SJI supports people from under-invested communities to build careers. By creating equitable workforce systems and developing impactful partnerships, we address structural racism.

Our Vision: Every worker has a career that allows them, their family, and community to thrive.

Our clients are typically at or below 200% of the federal poverty line and face the highest and most barriers to employment. They are from disadvantaged and underrepresented communities like LGBTQIA2S+, reentry, victims of violence, immigrants, and lack of GED/diploma. Demographics include:

- 33% unhoused
- 73% Black/African American, 7% Asian, 5% Other, 4% Two or more races, 1% Native Hawaiian

SJI has 25 years' experience working with government agencies, employers, training providers, and community-based organizations. We advance our mission of empowering underinvested communities and people to participate in and benefit from an inclusive economic recovery by offering technical and performance skills training that leads to a career pathway in growing industry sectors in the Puget

Sound region. We creatively align support services – such as career navigation, housing, childcare and transportation – to provide participants the best opportunity to complete their career journey.

As the region becomes more interconnected, SJI strives to create systems-level partnerships to increase equitable impact within the workforce ecosystem that will, in turn, better serve our communities and participants.

In addition to our regional work, SJI's consulting team helps government, educational institutions, funders, workforce systems and providers to design, implement and fund more effective programs and services aimed at helping people access training, support, and living-wage careers. We are the nation's leading expert helping State and local governments and their provider partners operationalize and grow their SNAP E&T programs.

SNAP to Skills is a project of the U.S. Department of Agriculture's Food and Nutrition Service that offers States the technical assistance, tools, and resources they need to build more effective and job-driven SNAP Employment and Training (SNAP E&T) programs. SJI has been the SNAP E&T technical assistance partner to the USDA Food & Nutrition Service for the past 7 years.

Consultant Scope of Work

The work required is outlined below. Note that this scope includes both internal AND external facing components.

- Develop and implement a shared understanding among the staff and board of key race-equity terms, concepts and definitions contextualized for the work we do at SJI.
 - Gather input from staff to identify areas of need for greater knowledge and understanding.
 - Provide learning opportunities to staff to create a baseline of knowledge within the organization recognizing our diverse staff experiences and exposures.
- Identify and focus SJI race equity commitments in a concise but comprehensive statement of purpose that includes:
 - Centering the work/commitment on areas in workforce development that are the responsibility of the organization.
 - Input from a survey or focus group of SJI partner CBOs to ensure community voice is included in the statement.
- Design an internal shared governance structure at SJI to guide our race-equity work and commitments moving forward.
 - Identify dedicated staff positions and/or changes in job responsibilities needed in the organization to support the work.
 - Create clear lines of staff and board responsibilities in our race-equity commitments.
- Create impact measures that allow SJI to better assess if we are meeting our race equity commitments.
 - Improve our ability to use disaggregated data more effectively across our programs.

- Identify impact beyond standard demographic data reports.
- Select and/or develop an evaluation/decision framework for program development that centers race-equity
 - Create or provide a tool to decide if a project or opportunity aligns with our race equity vision and statement of commitment.

Pricing and Deliverables

Pricing for the scope of should include:

- Consultant time and hourly rates
- Direct costs or expenses associated with the work
- Travel costs if required (Note that SJI operates in a hybrid remote environment with strong competencies using virtual tools.)

The board of directors has approved a \$50,000 investment for this work. Additional funds may be available, but respondents should strive to honor this budget in their responses.

Required Qualifications

Required qualifications include demonstrated experience in a consultant role:

- Working with non-profit organizations of similar budget size (\$6 Million) to SJI
- Engaging with staff, board and stakeholders using virtual tools
- Facilitating highly diverse stakeholder groups
- Demonstrated experience operationalizing race-equity structures

SJI reserves the right to engage more than one contractor for this project if we determine that a combination will be needed to secure the requisite expertise.

Preferred Qualifications

The ideal consultant(s) will have:

- Experience working with workforce development organizations including, but not limited to, other Workforce Intermediaries, Workforce Investment Boards (WDCs), Community and Technical Colleges, and/or Community-Based Organizations
- Experience with organizations with a regional or national footprint versus purely local agencies
- Knowledge of Washington State and/or Seattle-area and the race equity dynamics in the region.

Application Process

A. Process and Timeline

SJI will employ the following process and timeline to identify and engage a strategic planning consultant:

STEP	DETAILS/INSTRUCTIONS	DUE DATE
Applications Due to SJI	Please submit completed applications (details below) by 12:00 PM PDT via email . You can expect an email confirming that we have received your application.	November 23, 2022, at 12:00 PM PDT
Review Period	Application review <i>may</i> include follow up questions from SJI to collect more information and will include a request for references and to schedule an interview.	November 23, 2022, to December 9, 2022
Notification of Status	SJI will notify all applicants of their status, and the contracting process will begin.	December 12, 2022
Contract Finalization/Start Date	Intended contract start date	December 16, 2022
Project Kick-Off Meeting (no more than 2 hours)	The contractor will meet with the SJI team this week (in person or video conference) to launch the project. Together, we will clarify, provide additional information and context, share available resources and materials, refine our approach and process, establish milestones, etc. Materials will be sent before this kick-off meeting, after the contract is signed.	Week of December 19, 2022,

B. Application Submission Requirements

Please include the following application materials as one file:

1. Cover letter including business name and contact information.
2. Narrative response of no more than five pages which should include: a) background on your organization including relevant qualifications b) detailed approach to the scope of work including a high-level project timeline c) how you would engage the board, staff, and external stakeholders during the project d) price proposal inclusive of all costs.
3. Three references including name, title, contact information as well as a brief statement (1-2 sentences) of the relevant work performed for that reference, including time frame of the work. SJI will contact these references only with prior notice. References should be able to

speak to the process and the outcomes from the work.

4. A sample of your previous work (or website that includes examples of your work) that demonstrates your ability to successfully execute the work described in this call for applications. (Note that this may be submitted as a separate file if appropriate)

C. Submission Instructions:

Please submit applications to: jobs@seattlejobsinit.com

Stephanie Mangune, Director of Human Resources

Subject Line: **Race Equity Consultant RFP**

No later than November 23, 2022, at 12:00 PM PDT