

ATTACHMENT D: BIDDER RESPONSE FORM		
<p>This form is broken into Six sections: Section 1. Administrative Response; Section 2. EO 18-03 Response; Section 3. Washington Small Business; Section 4. Certified Washington Veteran-owned Business; Section 5. Management Response; and Section 6. Technical Response. Bidders must respond to all questions in the order and in the expandable space provided. If a question requires Bidder to submit additional documents, please attach them to this document and label them clearly as part of your response to this Attachment D. This solicitation will be scored “blind,” therefore Bidder’s answers to written questions MUST NOT include the firm’s name, logo, names of staff, or any other identifying information. See RFP Section C.2. for details regarding this part of the process.</p>		
1	BIDDER INFORMATION (ADMINISTRATIVE RESPONSE) Bidder’s response to the questions in this Section 1, combined with the information provided in Bidder’s Submittal Letter and Certifications and Assurances, comprise Bidder’s Administrative Response to this Solicitation. While the Administrative Response is not given a number score, the information provided as part of Bidder’s Administrative Response may cause the Bid to be disqualified and may be considered in evaluating Bidder’s qualifications and experience.	MAXIMUM TOTAL POINTS
a	Please indicate whether you employ or Contract with current or former state employees. If the answer is yes, provide the following information with respect to each individual: 1. name of employee or contractor; 2. the individual’s employment history with the State of Washington; 3. a description of the Individual’s involvement with the response to this Solicitation; and 4. the Individual’s proposed role in providing the services under this any Contract that may be awarded.	NOT SCORED
	<u>Current State Employees</u> 1) Esther Min 2) Part time Research Consultant 2020-2021; Part Time Clinical Assistant Professor 2021-present, University of Washington 3) Contributed to RFP response	

4) Contributing to data collection and analysis.

Former State Employees

1) Deric Gruen

2) Bellevue College, 2010-2014

3) Contributed to RFP response

4) Project management

1) Isabel Carrera Zamanillo

2) University of Washington July 2018- January 2021 and Special translations for State reports: 2019, 2023, 2024

3) Did not contribute to RFP response

4) May provide education support

1) Faduma Ahmed

2) Seattle Central College, 2010-2015; University of Washington, 2008-2009

3) Contributed to RFP response

4) Program Assistance; Work study

1) Nico Wedekind

2) University of Washington Oct. 2021- 2022

3) Did not contribute to RFP response

4) No contribution

1) Aurora Martin

2) Washington State Supreme Court 1998-99; University of Washington 2016-19

3) Contributed to RFP response

4) Capacity building support

b	<p>Please list the names and contact information of three individuals you agree may serve as Bidder references and may freely provide information to DSHS regarding the reference’s experience and impressions of Bidder. In providing these names, Bidder represents that it shall hold both DSHS and the organizations and individuals providing a reference harmless from and against any and all liability for seeking and providing such reference.</p>	NOT SCORED
	<ul style="list-style-type: none"> ● Jesseca Brand, Washington State Department of Transportation, jesseca.brand@wsdot.wa.gov ● Reann Gibson, Washington State Department of Health, reann.gibson@doh.wa.gov ● Elise Rasmussen, Seattle’s Office of Sustainability and Environment, elise.rasmussen@seattle.gov 	
c	<p>Please indicate whether your Response contains any variations from the requirements of the Solicitation Document. If the answer is yes, list each variation with specificity and include the pertinent page numbers containing the variation.</p>	NOT SCORED
	N/A	
d	<p>Please indicate whether you are requesting that DSHS consider any exceptions and/or revisions to the sample contract language found in Attachment A. If so, state the page of Attachment A on which the text you request to change is found, and state the specific changes you are requesting. DSHS shall be under no obligation to agree to any requested changes, and will not consider changes to contract language or negotiate any new language not identified in response to this question.</p>	NOT SCORED
	<p>We request the deletion of item 36 on pg. 12 “Mandatory Individual Arbitration and Class or Collective Action Waiver as a Condition of Employment” and revisions to sync up timelines.</p>	
e	<p>If Bidder considers any information that is submitted as part of its Response to be proprietary, please identify the numbered pages of Bidder’s Response containing such information and place the word “Proprietary” in the lower right hand corner of each of these identified pages.</p>	NOT SCORED
	N/A	

f	<p>Please indicate whether you have had a contract terminated for cause or default within the past five (5) years. If so, please provide the terminating party’s name, address and telephone number and provide a summary describing the alleged deficiencies in Bidder’s performance, whether and how these alleged deficiencies were remedied and any other information pertinent to Bidder’s position on the matter. “Termination for Cause” refers to any notice to Bidder to stop performance due to Bidder’s asserted nonperformance or poor performance and the issue was either (a) not litigated; (b) litigated with a resulting determination in favor of the other party; or (c) is the subject of pending litigation.</p>	NOT SCORED
	No	
g	<p>Please identify any prior contracts Bidder has entered into with the State of Washington within the past ten (10) years and identify the dates and nature of the contract and primary agency contact for each.</p>	NOT SCORED
	<p>Dept of Ecology</p> <ul style="list-style-type: none"> ● Public Participation Grant for engaging communities in environmental justice concerns on toxics sites - 09/01/2017 - 06/30/2019– Lynn Gooding ● Advance Engagement of Overburdened Communities on State’s Climate Resilience Strategy, March 2024-June 2024 – Jennifer Hennessey <p>Commerce</p> <ul style="list-style-type: none"> ● Solar Plus, - engage with communities and partners in Solar Plus to ensure equitable distribution of solar benefit- 2018-2019 - Kristin Ramos ● Prioritize Actions to Uplift Communities Disproportionately Impacted by Climate Change - engaging communities in ranking climate strategies for local planners, 2022-2023 – Sarah Fox <p>WA Office of Superintendent of Public Instruction (OSPI)</p> <ul style="list-style-type: none"> ● ClimeTime workshops for co-creation of climate justice and environmental justice - 2023, Johanna Brown <p>Washington State Department of Social and Health Services</p> <ul style="list-style-type: none"> ● Phase 2 Equitable Inclusion, developing community accountability toward governing toward equity, 7/1/2022-6/30/2023, – Lindsay Morgan Tracy 	

	<ul style="list-style-type: none"> Phase 3 Equitable Inclusion, developing community accountability toward governing toward equity, 1/25/2024 – 6/30/2024 – Lindsay Morgan Tracy <p>Department of Health</p> <ul style="list-style-type: none"> Climate related Health in All Policies (HiAP), May, 1, 2020 through July 31, 2020 – Gary Garrety Community Engagement Environmental Health Disparities Map, April 11, 2022-June 2022 – Gary Garrety Legislative Proviso to advance HEAL Act grantmaking program, March 1, 2023- October 1, 2024), – Rowena Pineda <p>Washington State Department of Transportation</p> <ul style="list-style-type: none"> Community Centered Transportation Leadership to Curb Carbon, May 2024- June 30, 2025 – Jesseca Brand 	
h	<p>Please indicate whether Bidder has been the subject of a lawsuit or administrative proceeding alleging a failure to comply with laws relating to the types of services Bidder proposes to provide pursuant to this Competitive Solicitation. If the answer is yes, please list the nature of the allegations, docket number, disposition and date (if applicable) and Bidder’s explanation of how it has changed its practices or operations relative to any alleged deficiencies since that proceeding was filed.</p>	NOT SCORED
	No	
i	<p>Please describe your proposed plans for the use of Subcontractors in performing this Contract, listing each Subcontractor, its proposed role, and the estimated percentage of the Contract that will be performed by each Subcontractor. Please indicate whether each Subcontractor self-identifies or is certified as a Washington small business, a minority-owned business, a woman-owned business, a disadvantaged business enterprise, or a veteran-owned business. If the answer is yes, please identify the type of organization(s) and provide details of any certifications. Note that all Subcontractors must be approved by DSHS.</p>	NOT SCORED
	<ul style="list-style-type: none"> Subcontracted Anchor Organizations (2): 	

	<ul style="list-style-type: none"> ○ Role: These subcontractors will play the role of Anchor Organizations, implementing community assemblies in partnership with grassroots organizations and supporting capacity building efforts of the bidder organization around facilitation, data management, and community assembly implementation. This includes, but is not limited to, providing technical assistance, training, and support throughout the Community Assemblies process to other subcontractors and government agencies. These contractors also have considerable experience with distributing stipends, organizational pass-through funds, and subcontracting. ○ Estimated % of work that will be performed: 50% ○ These contractors are nonprofit organizations and fiscally sponsored programs, so would not be eligible for certification. ● Sub-anchors (4) community-based organizations to execute the assemblies in collaboration with Anchor Organizations. ● Additional Subcontractors to support facilitation, data management, communications, and other needs as approved by the Department. 	
J	<p>Please describe any programs, policies or activities of your organization that support human health and environmental sustainability in your business practices. If a program, policy or activity is specifically applicable to this Contract, please indicate so.</p>	NOT SCORED
	<p>Our organization provides education for communities statewide about environmental health, and promotes community health, human health, environmental health, and the wellbeing for all through our programs. Internally, we provide financial support for staff member wellness.</p>	
2	BIDDER EO 18-03 CERTIFICATION	MAXIMUM TOTAL POINTS

EO	<p>Are your employees required to sign, as a condition of employment, a mandatory individual arbitration clause and/or a class or collective action waiver?</p> <p>Please Note: Points for this question will be awarded to bidders who respond that they do not require these clauses and waivers. If you certify here that your employees are NOT required to sign these clauses and waivers as a condition of employment, and you are the successful Bidder, a term will be added to your Contract certifying this response and requiring notification to DSHS if you later require your employees to agree to these clauses or waivers during the term of the Contract.</p>	5
	Yes	
3	BIDDER CERTIFICATION –WASHINGTON SMALL BUSINESS	MAXIMUM TOTAL POINTS
	<p>Are you a Washington Small Business as defined under RCW 39.26.010?</p> <p>According to Chapter 39.26.010 RCW, to qualify as a Washington Small Business, Bidder must meet three requirements:</p> <ul style="list-style-type: none"> a. <i>Location.</i> Bidder’s principal office/place of business must be located in and identified as being in the State of Washington. A principal office or principal place of business is a firm’s headquarters where business decisions are made and the location for the firm’s books and records as well as the firm’s senior management personnel. b. <i>Size.</i> Bidder must be owned and operated independently from all other businesses and have either: (a) fifty (50) or fewer employees; or (b) gross revenue of less than seven million dollars (\$7,000,000) annually as reported on Bidder’s federal income tax return or its return filed with the Washington State Department of Revenue over the previous three consecutive years. c. <i>WEBS Certification.</i> Bidder must have certified its Washington Small Business status in Washington’s Electronic Business Solution (WEBS). 	5

	We are a nonprofit corporation located in the State of Washington that meets the criteria for size/budget, but because of our nonprofit status we would not be classified as a small business.	
4	BIDDER CERTIFICATION – CERTIFIED WASHINGTON VETERAN-OWNED BUSINESS	MAXIMUM TOTAL POINTS

Are you a Certified Washington Veteran-Owned Business as defined under **RCW 43.60A.190**?

5

According to **Chapter 43.60A.190 RCW**, to qualify as a Certified Washington Veteran-Owned Business, Bidder must meet four requirements:

- a. *51% Ownership. Bidder must be at least fifty-one percent (51%) owned and controlled by:*
 1. *A veteran is defined as every person who at the time he or she seeks certification has received a discharge with an honorable characterization or received a discharge for medical reasons with an honorable record, where applicable, and who has served in at least one of the capacities listed in RCW 41.04.007;*
 2. *A person who is in receipt of disability compensation or pension from the Department of Veteran's Affairs; or*
 3. *An active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves.*
- b. *Washington Incorporation/Location. Bidder must be either an entity that is incorporated in the state of Washington as a Washington domestic corporation or, if not incorporated, an entity whose principal place of business is located within the State of Washington.*
- c. *WEBS Certification. Bidder must have certified its Veteran-Owned business status in Washington's Electronic Business Solution ([WEBS](#)).*
- d. *WDVA Certification. Bidder must have provided certification documentation to the Washington Department of Veterans' Affairs (WDVA) and be certified by WDVA and listed as such on WDVA's website ([WDVA – Veteran-Owned Businesses](#)).*

We are a nonprofit organization and are therefore not eligible for certification.

5	BIDDER QUALIFICATIONS AND EXPERIENCE (MANAGEMENT RESPONSE)	MAXIMUM TOTAL POINTS:
	MANDATORY EXPERIENCE AND QUALIFICATIONS	
A	Does your firm possess the technical infrastructure and business capacity to process basic financial transactions? For example, providing monetary compensation to individuals and dispersing funds received from DSHS to subcontractors.	PASS/FAIL
	<p>Yes, our organization regularly provides monetary compensation to individuals and disperses funds received from the State to subcontractors, including currently for DSHS, other state agencies, and federal agreements. Our organization works with an accounting and legal team to ensure compliance with essential regulatory and reporting requirements. This includes development of internal controls, independent audits, and financial systems providing documentation of permissible costs, ensuring practices that are inclusive and non-discriminatory, altogether satisfying the federal and state regulatory requirements attached with governmental funding. Our administrative team includes the expertise of an Operations Director, Administrative Specialist, a Grants and Contracts Administrator, two independent accounting firms, and three separate law groups providing expertise in nonprofit, corporate, and employment law. We have reviewed and served as the contractual point person on recent state contracts/grants with the Washington Department of Health, Department of Commerce, and Department of Social and Health Services and others - all of which include a comprehensive approach to terms of billing, data, confidentiality, publicity, copyright, pay equity, insurance coverage, and most of which include providing monetary compensation to individuals and subcontractors.</p>	
B	Does your firm have experience engaging and working with historically marginalized communities in the State of Washington?	PASS/FAIL

	<p>Yes, our organization was created in 2014 by racial and social justice leaders in Washington state who recognized the disproportionate impact of climate change and environmental degradation on communities of color and low-income communities. All of our priorities and work is shaped and driven by communities of color and people living on low-incomes who experience the greatest environmental and climate disparities. Through leadership support, grant making, technical assistance, research and development, policy analysis, and advocacy, the collective bidder group has a ten-year history of championing the health, economic stability, cultural traditions, and quality of life for communities of concern for whom the impacts of climate change and environmental harms are most severe and pervasive. Deep, trusting relationships and community connections are engrained throughout all activities. These relationships ensure that all operations are directly informed by and propelled by the life experiences of the people most impacted by climate change and environmental hazards in their day-to-day lives.</p>	
DESIRED EXPERIENCE AND QUALIFICATIONS		
C	<p>Please describe the experiences, skills and qualifications your organization possesses that are relevant to an evaluation of your ability to perform the Contract that is the subject of this Solicitation. Please ensure that your answer to this question includes all information that you wish DSHS to consider in determining whether you meet the minimum Bidder qualifications set forth in the Solicitation Document. Please include any relevant experience that distinguishes your organization or makes it uniquely qualified for the Contract.</p>	30
	<p>The lead applicant organization is built from the lived experience that communities of color, people with lower incomes, and indigenous people are on the frontlines of climate and environmental change. We are hit FIRST by extraction, pollution, and climate change, and these impacts serve to make existing health and economic disparities WORSE. Frontline communities are often LEFT OUT of, or last to be included, in decisions which disproportionately impact our lives. Our work also builds around our belief that communities of color and Indigenous people have tremendous knowledge, experience, traditions, and expertise that are vital in transitioning to a healthy, resilient, and sustainable future. Since our organization's founding in 2014, we have emerged as a leading force in achieving groundbreaking policy victories and building a more inclusive and energized justice movement throughout Washington state.</p> <p>As such, here are some factors that set us apart as an organization:</p>	

We follow the leadership, knowledge, and expertise of frontline community members to drive our policies and programming decisions, and we target our strategies to ensure overburdened communities and vulnerable populations achieve equitable outcomes.

We evolved into a statewide center with justice expertise, bringing the collective wisdom of frontline community voices and ideas to state government to influence policymakers and the public conscience about the critical challenge overburdened communities face with climate change and its exacerbating impacts on environmental health disparities. Today, we have a social impact model of community engagement that integrates:

- a statewide reach and representation of a diverse and growing coalition of over 70 community groups in Washington State, the largest and most diverse coalition in the Northwest region on our issues;
- a core team of experts with the depth and breadth in policy advocacy and analysis, project development, and capacity building;
- and approximately 30 years of combined policy advocacy and analysis experience developing climate and environmental justice policies, assessments, tools, and reports.

These form the foundation of our statewide advocacy efforts in Washington's most overburdened communities. In partnership with our applicant partners – who are leaders with multidimensional expertise of lived experience, cultural competencies, and community practices – our team has worked to advance and amplify the issues, analysis, and solutions alongside and on behalf of the most vulnerable frontline communities.

For capacity building services and expertise, the lead applicant has a team with a combined experience of over 50 years, providing technical assistance, strategic planning, organizational development, community infrastructure design, and funding over \$2M in the form of grants and participatory payments for community organization consultations in sharing their leadership and extended collective work. We manage a statewide community network to build a dynamic community infrastructure—seeking to connect existing and aligned partners and resources. We engage, train, educate, learn from, and resource the coalition in critical ways that result in deep connections that demonstrate how we serve as trusted messengers partnering to create a robust network.

Our team is experienced in performing professional research in support of priorities identified by vulnerable populations under the guidance of our Research Director. We have conducted dozens of listening sessions

across the state and synthesized community data into reports. Our community-directed participatory research has made this process accessible far beyond other research methods and is guided by core principles to follow the leadership of communities most impacted. We have extensive communications and marketing experience engaging tens of thousands of people across Washington State in support of our coalition work, including multilingual communications. Our community research projects have had extensive impact, changing the direction of policymaking and budgets.

In 2021, this bidding group led a leadership committee made up of frontline community members in envisioning and recommending how the State could advance equity in the economic recovery from the COVID-19 pandemic. Together, after a series of community listening sessions, we developed a community vision and metrics for a just and equitable economy. This included a framework rooted in democracy, self-determination, sustainability, and equity that outlines values and methods to achieve economic well-being for all Washingtonians.

We are deeply invested in seeing this opportunity as a turning point in shifting power, programming, and practice towards community centered and community driven solutions, thereby increasing accountability and connection between government and local communities, reducing pollution burdens in vulnerable communities, and improving health outcomes.

After establishing this framework, we wrote two reports further describing these cornerstones, including one focused on deepening community engagement through community assemblies which outlined a community assembly model for Washington. The report describes our extensive research of assembly models throughout the world and how different types of assemblies function in driving change forward. This allowed us to delve into various assembly models, analyzing their context, structures, processes, and outcomes on engagement and policy changes.

We have already begun to pilot community assemblies, supporting organizations to host community assemblies among vulnerable populations and overburdened communities on environmental justice.

The Anchor organizations in our applicant group also have extensive experience leading summits, listening sessions, community roundtables, and other types of groups and meetings that encourage frontline community members to share their experiences, learn, and deliberate together. We will bring all of this experience to this contract.

Our applicant group also brings significant technical expertise to this contract:

- Community and stakeholder outreach and facilitation of trusting relationships: The applicant organizations collectively have decades of experience working in partnership with other organizations and governmental agencies, as well as in facilitating and building trusting partnerships between frontline communities and government entities. Our work elevates the voices and experiences of those who are most directly and adversely affected by climate change, pollution, environmental hazards, and our economic system. Already, we have directly engaged over 20,000 people of color on environmental issues like poverty, climate and community resilience, environmental justice, transportation, and mobility justice. We've done this through statewide summits, public hearings, listening sessions, and community gatherings to gather and elevate community priorities for state policy, program, or funding decisions..

We also have decades of experience building relationships with communities and facilitating trust across Washington State to discuss and identify priority issue areas that most impact them. Our team's listening sessions are structured to allow space for every participant to share their experiences and perspective and are skillfully facilitated around multiple topics, including accessing and navigating systems such as financial assistance and basic needs programs, equitable co-governance opportunities, and more.

- Professional research, including data tools, gathering, and analysis: We have experience building multiple data tools – all originating from community priorities, voices, and input. The lead organization has an interdisciplinary data team on staff who have decades of combined experience and training in qualitative and quantitative research methods and analysis to elevate individual voices and the collective aggregated priorities related to environmental and climate justice topics. Additionally, we have developed a data and logic model which can be used to gather and safeguard data through all stages of a community assembly effort.
- Financial services management and distribution of grants: We have been distributing grants and sharing resources with community organizations since our work began, and have now generated, distributed, and tracked the success of grants totalling more than two million dollars. These grants help local communities address their most urgent environmental challenges and build capacity to pursue environmental and climate justice solutions from communities. Additionally, the lead organization employs Generally Accepted Accounting Principles (GAAP) to monitor the financials associated with the proposed programs, along with an internal Fiscal Policy & Procedure manual and Internal Control Schedules. We work with an accounting and legal team to ensure compliance with

	<p>essential regulatory and reporting requirements. This includes – from the development of internal controls, independent audits, and financial systems providing documentation of permissible costs, and ensuring practices that are inclusive and non-discriminatory, altogether satisfying the federal and state regulatory requirements attached with governmental funding. Our administrative team includes the expertise of an Operations Director, Administrative Specialist, a Grants and Contracts Administrator, two independent accounting firms, and three separate law groups providing expertise in nonprofit, corporate, and employment law. We have reviewed and served as the contractual point person on recent state contracts/grants with the Washington Department of Health, Department of Commerce, and Department of Social and Health Services and more - all of which include a comprehensive approach to terms of billing, data, confidentiality, publicity, copyright, pay equity, insurance coverage, and most of which include providing monetary compensation to individuals and subcontractors.</p>	
D	<p>Please provide at least three examples of your expertise and experience working with communities furthest away from state decision, policy and budget tables.</p>	30
	<p>We have an established history of working with communities furthest away from state decision, policy and budget tables. Our organization is guided by a Community Council, an equitable governing council of leaders who work in and live in frontline communities. Along with staff, the Community Council possesses expertise in racial justice and power building, and collectively works at the intersection of equity, environmental and climate justice. We also convene and coordinate working groups for overburdened and frontline community organizations to co-create and co-shape policy solutions to advocate in state decision-making. As one specific example, we recently worked with a state agency that was charged with developing guidance on an issue for city and county planners. Our organization was brought in to provide guidance on how communities furthest away from decisioning may be impacted. We convened a representative leadership table, sponsored community listening sessions statewide, convened a summit, and provided a report back to the agency that then altered legislative policy. This resulted in a \$5M fund to support communities' participation in local planning.</p> <p>In 2020-2022, two of our three applicant organizations partnered to host two fellowship cohorts. Participating fellows came from Black, Indigenous, Latin, Asian, immigrant and refugee communities. Through the program, they received funding to support projects demonstrating core principles of democracy and self-determination, environmental sustainability, equity, and the creation of shared economic well-being. They also had the opportunity to participate in a Just Transition curriculum, receive individualized coaching, and for the second cohort only, a democratic budgeting process. The selection</p>	

	<p>committee for the Fellowship was also made up of frontline community members and offered valuable community insights and perspectives, choosing projects that demonstrated promise to meet local frontline community needs.</p> <p>One organization in our applicant group has had a strategic model for over two decades that centers the voices of those most impacted by poverty and oppression. This work includes hosting annual listening sessions, supporting impacted community members in sharing their stories and expertise with legislators and agency staff, and supporting cohorts of community members to build their leadership skills. As a result of this work, they were asked to join a collaborative effort focused on developing a plan to reduce poverty statewide, working in partnership with multiple state agencies, business associates, and advocacy organizations. They quickly noticed a lack of involvement from people impacted by poverty and advocated for the creation of a steering committee made up of people in poverty from around the state. The steering committee met monthly and ultimately played a critical role in the plan’s development. The committee continues to engage in the implementation work of the plan to reduce poverty, testifying at the legislature and serving as spokespeople in the media, and showcasing their leadership on issues facing people with low incomes all around the state. The organization continues this model of developing grassroots leaders, providing ongoing training and mentoring to individuals who are economically marginalized, and recruiting community members to form additional committees and leadership teams to help advance the work of systemic change.</p>	
E	<p>Please describe your experience facilitating partnerships with multiple state agencies in the public sector. In this response, include the methods your firm employs for assuring that services and deliverables are provided in accordance with high quality standards and for immediately correcting any deficiencies.</p>	20
	<p>We have a history of working closely with numerous state agencies, including but not limited to, Departments of Health, Ecology, Transportation, and Commerce to uplift solutions from overburdened communities and vulnerable populations to statewide policy and action. We co-created a cumulative impacts assessment mapping tool for environmental justice, which is now being used statewide to identify communities most at risk of harm from pollution, climate change, exposure to toxic chemicals, and other environmental hazards. It is important to note that in creating this tool, we successfully convened a community-academic-government workgroup that included the Department of Health, Department of Ecology, and Puget Sound Clean Air Agency.</p>	

	<p>Additionally, we have been facilitating partnerships with numerous regulatory agencies around addressing environmental harms and violations by creating the tool: Identifying Violations Affecting Neighborhoods (IVAN) - Washington, a community owned reporting tool that lowers barriers to reporting environmental violations in overburdened communities. This included convening a 40 person workgroup of community members and multiple governmental agencies including Departments of Agriculture, Health, and Ecology to discuss recommendations on how to address the disproportionate harms and environmental violations in overburdened communities.</p> <p>One of our Anchor organizations has also been deeply involved in a statewide collaborative effort between several state agencies and community-based organizations to reduce poverty that includes a steering committee made up of people impacted by poverty. Their role consisted of both participating in the collaboration, as well as convening, facilitating, and compensating the community members who made up the steering committee. This work required our Anchor partner to form strong partnerships across several agencies, including DSHS, Commerce, ESD, and DOH. They delivered community-sourced policy recommendations to the collaborative group, acted as a liaison between groups, reported on spending, and met - and continue to meet - all deliverables on this project.</p> <p>All our organizations have experience facilitating multiple stakeholder partnerships that include government, community-based organizations, nonprofit and for-profit entities, philanthropy, academic institutions, and more. We start with contracts that clearly outline all partners' responsibilities and expectations. We often use project management tools like activity logs, shared Google folders, and step-by-step timelines to facilitate collaboration and keep everyone on track. We schedule regular check-in meetings and communicate between meetings by email and phone. We build in time for soliciting, gathering, and incorporating feedback on deliverables from all stakeholders.</p>	
F	<p>Please describe your experience advising community members of the effects of stipends or community compensation on their state/federal benefits.</p>	20
	<p>Our applicant group has extensive experience providing stipends to community members, including helping community members understand the impact on public benefits. For example, in 2021-2023 we facilitated a Community Leadership Committee of frontline community leaders across Washington and provided community stipends to that committee for each of their two years of participation. We offered both advice and innovative solutions that allowed community leaders to be compensated without disrupting their benefits.</p>	

	<p>In addition, one of our Anchor organizations has provided community compensation to a state-affiliated group for the past six years. Participants of the group have been advised on how various payment methods do or do not interact with state/federal benefits, as well as been given a variety of compensation options to best support their needs. For example, some members have opted to be paid with a check in order to have reported income that helps them qualify for the federal EITC and the state WFTC, while others have opted to receive only gift cards and/or reimbursements that are not counted as income in most benefit programs. Gift cards, as long as they are to a specific store and not an option like a Visa gift card, are typically counted as a resource, not income. Similarly, this Anchor is familiar with and currently working within the Office of Equity Guidelines for Community Compensation.</p>	
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6	BIDDER'S SOLUTION AND PROPOSED APPROACH (TECHNICAL RESPONSE)	MAXIMUM TOTAL POINTS:
A	<p>Please describe your firm's business philosophy or approach that will ensure a partnership with a state entity will provide more just outputs and outcomes in a contract.</p>	30
	<p>This applicant group has consistently demonstrated that Collaborative Governance and Community Assemblies to achieve justice for historically marginalized communities is core to our organization's missions and actions. Each organization has not just theorized but implemented forms of assemblies, whether listening sessions, community roundtables, or similar, and from these sessions, worked to influence more equitable outputs and outcomes from state government.</p> <p>We believe that achieving justice for our communities requires our organizations to help shorten the distance between frontline communities and state decision-makers. This is evidenced by our work over the past two decades, where we not only listen to community members, but ensure those community members have the opportunity to shape policy priorities and work directly with state agencies and lawmakers to implement structural change on economic and environmental issues. Specifically, members of our applicant group have deeply engaged in efforts such as the Poverty Reduction Work Group (PRWG) and the Technical Advisory Group (TAG), where the stated goals included partnering with agencies to support the well-being of marginalized and frontline communities. Building on those efforts, this applicant group has hosted multiple trainings and convenings with a variety of state agencies and community based organizations on topics of deliberative democracy and collaborative governance. Our philosophy for each</p>	

	<p>of these efforts has been to build the capacity of organizations, community members, and agencies to more effectively partner together to bring about more just outcomes for the people of Washington.</p> <p>Furthermore, the work and partnerships of the PRWG helped inspire legislation to allow the state to compensate people with lived experience to help guide policies and agency work. Members from the PRWG Steering Committee then participated in the community compensation advisory group with the Office of Equity to create the recently released guidance on how states can formally partner - through compensation structures - with impacted community members.</p> <p>Our philosophy and approach has a strong track record of successful partnerships with state entities that have brought about more just outcomes for frontline communities in Washington. This opportunity provides a special catalytic opportunity to advance our demonstrated practice and impact from creating these participatory democratic processes to articulate community needs, assess solutions, and mobilize for action. But this specific RFP and opportunity is not our reason for doing this work, and our intention is to go far beyond the outputs and outcomes identified in the draft contract to develop a national model for partnership with the State government, modeling the idea of “Collaborative Governance.” Our vision of Co-Governance includes Community Assemblies, but also a comprehensive vision of a) establishing commitment 2) developing equitable practices, 3) sharing governing power 4) building capacity. The Community Assemblies are a key component, but achieving Co-Governance will require both the selected bidders and the State agency teams to reach beyond their traditional roles and the obligations of any single contracted scope of work to achieve more just outcomes. We would welcome this opportunity as a critical entry point into that deeper work.</p>	
B	<p>Please describe your firm's specific processes or methods that will ensure an assembly model is equity-focused in its approach.</p>	20
	<p>We believe frontline community leadership is necessary to achieve equity, and we actively seek out a diversity of frontline community perspectives, including those at the intersection of poverty, racism, sexism, and others who are furthest from wielding power yet most impacted by the decisions made by the people in power. Most of our staff and board members, advisory committee members, broader network partners, etc. come from frontline communities. Some of the values we filter our work through include community, democracy, bottom-up orientation, solidarity and mutuality, resilience, equity, intersectionality, anti-racism, anti-patriarchy, redistribution of power and resources, stewardship, respect</p>	

	<p>for Indigenous practices, innovation, integrity, clarity, transparency, partnership, collaborative leadership, collective process and collective impact.</p> <p>Partnering with local community based organizations, organizers, and other trusted messengers is a primary way we can ensure equity. We engage community experts because they are familiar with existing or potential participation obstacles that may arise even before the assembly begins. For example, a trusted messenger can assess whether a location is accessible, flag if language translators are needed and in what languages, or if materials need to be compatible with screen readers. To facilitate real-time communication, we also consider elements such as providing interpreter headsets, making it easier for participants to receive live interpretation of all assembly components. Additionally, we prepare facilitators to establish and maintain an equitable space for all participants. Some examples of what we may recommend to community partners include: co-creating community guidelines with participants, practicing de-escalation and tension release techniques, and discussing early on how the assembly will make decisions together. Our assembly process builds equity into pre, during, and post assemblies, noting that equity will not look just one way across the state but that every voice matters nonetheless.</p> <p>Additionally, our organizations currently incorporate community compensation into our work in a way that doesn't impact community members' access to public benefits. We have a responsibility to provide adequate documentation to our finance teams, and we work to ensure that the burden of this documentation work does not fall to the community members we are compensating. In this effort, we continue to innovate through challenges related to nonprofit finance law and audits from various public funders. We will lean on this experience in this project, where we plan to compensate all community participants involved in the work for this proposal. This includes providing adequate compensation in a timely manner, while also following both state guidelines and strong financial practices.</p> <p>One of our best indicators of success is the feedback we hear directly from community members as they engage in and lead our campaigns. We seek to understand if people better comprehend not only the policy issue, but how they can influence a policy change process. We track policy changes and community-driven action plans resulting from our efforts, as well as evaluating the growth in community capacity and civic engagement. We gather this data through event evaluation forms and debriefs, listening sessions, and conversations over the course of supporting community members in uplifting their voices and experiences.</p>	
C	Please add a draft timeline for the implementation of the 4 community assemblies in Washington state.	20

This draft timeline is subject to change, pending the final contract discussion.

Item	Milestones	Details	Date
Quarterly Report #1	Subcontracts executed with two (2) Anchor Organizations approved by DSHS. Training curriculum complete	Anchor contracting. Community Assembly 101 training curriculum and schedule session for organizations interested in being a sub-anchor. Develop an anchor guidebook. Create and implement a selection process and collect LOIs from sub-anchors.	9/30/2024
Report	Delivery of four (4) preliminary written plans to institute and facilitate each of the Community Assemblies pursuant to the Contract	Establish clear goals and objectives for each assembly, including assembly topics. Identify sub-anchors for a minimum of 4 assemblies. Draft and submit preliminary plans to DSHS. Establish a technical assistance plan for anchors to address any issues or questions during the initial planning phase. Develop a detailed implementation schedule, coordinating with all partners and anchors. Identify subject matter experts to support anchors on outreach, facilitation, policy reviews. Identify the process for monitoring and evaluation, create a process to identify the team to take this one.	10/30/2024
Quarterly Report #2	Conduct training curriculum and anchor guide workshops	Execute the workshops. Schedule follow-up sessions or check-ins to address any ongoing needs or challenges. Create data tools and work with monitoring and evaluation teams.	12/31/2024
Quarterly Report #3	Conduct 4 assemblies	Jan thru May conduct 4 community assemblies. Collect data.	3/31/2025
Annual Report	Assembly reporting	Jan thru May conduct 4 community assemblies. Collect data. Create a policy playbook based on assembly results and initiate feedback loops with anchors.	6/30/2025

D Please describe how your firm will develop specific curriculum and conduct in-person training for communities to achieve a state policy outcome. Please highlight how you accommodate accessibility or language needs in the training as well.

20

After selecting community assembly sub-anchors to host the pilot assemblies, we will provide sub-anchors with general training about the community assembly model. This training will cover topics such as how to organize targeted engagement, conduct data reporting, facilitate a structured deliberation, and curate educational elements. To complement this training, we are developing a community assembly guide for sub-anchors to utilize as they establish their team and begin to scope the assemblies. **To accommodate language needs, all training materials and resources will be made available in different languages upon request. For in-person training, we will support real-time translation services.**

Following the initial training, we will work closely with each assembly sub-anchor to assess their strengths and determine where they might need additional training and/or technical assistance. This personalized assessment will allow us to tailor support to meet specific needs through our own expertise or via external resources and contractors / consultants. We recognize that some sub-anchors may require further support with translating community ideas and proposals into policy recommendations, as well as advocating for and moving those policy recommendations into action.

In addition to tailored support, we will provide interactive online guides, in-person training, and immersive workshops. These resources are designed for community by community, covering multiple topics such as environmental and climate justice; using data and tools for documenting community voices and priorities; and effective facilitation and engagement techniques for various audiences.

We will establish regular check-ins and collaborative sessions, including tapping into a network of experts and consultants to provide specialized training and/or technical assistance as needed.

Members of our team have extensive experience in this area. Some of the team members have helped shape the “10-Year Plan to Dismantle Poverty” in Washington, and some of us helped lead a grassroots effort to pass the Healthy Environment for All Act and have also been involved in supporting its implementation. In addition to these specific efforts, building capacity for community members to participate in state policy work is core to our applicant group’s values and mission. One Anchor partner has been convening community listening sessions that source policy solutions for over 20 years, while also supporting a community board that oversees a state policy agenda and training community members to testify, meet with agencies and legislators, and connect their personal experiences with policy proposals. They have created curriculum for two distinct community leadership groups and achieved significant policy wins utilizing this community-centric model of policy work.

	We look forward to sharing our own experience with the assembly sub-anchors, as well as tapping into the experience of our networks.	
F	Please describe the security methods and processes your firm will use to perform basic financial transactions. For example, providing compensation to Community Assembly attendees, or distributing funds to other organizations.	10
	<p>All staff with a role in the management of fiscal and accounting operations are expected to follow all accounting policies and procedures currently in use within our organization. to ensure that:</p> <ul style="list-style-type: none">● Financial statements conform to generally accepted accounting principles;● Assets are safeguarded;● Guidelines of grantors and donors are complied with; and● Finances are managed with accuracy, efficiency, and transparency. <p>We use a secure online accounting platform to record transactions. When issuing funds we request W9s from organizations or fiscal sponsoring organizations, and we ensure that a Memorandum of Understanding related to the aforementioned funding is fully executed between parties.</p>	