

The selection of Grantee(s) for this RFP is done OUTSIDE of the
Portland City Code 5.33, 5.34, and 5.68.



City of Portland, Oregon
August 6, 2007

GRANT REQUEST FOR PROPOSALS
for

Diversity and Civic Leadership Organizing Project

PROPOSALS DUE: Wednesday, September 12, 2007 by 4:00 p.m.

Envelope(s) shall be sealed and marked with RFP Project Title.

Submit one (1) original and nine (9) complete copies of the Proposal to:

City of Portland
Office of Neighborhood Involvement
Attn: Jeri Williams
1221 SW 4th Ave., Room 110
Portland, OR 97204

Refer questions to:

Jeri Williams, Neighborhood Resource Center, Neighborhood Program Coordinator
Phone: (503) 823-5827
Fax: (503) 823-3050
Email: Jeri.Williams@ci.portland.or.us

A PRE-SUBMITTAL MEETING has been scheduled for Thursday, August 22, 2007, 10:00 AM – 12:00 Noon, at City Hall, 1221 SW 4th Ave., Lovejoy Room.

GENERAL INSTRUCTIONS AND CONDITIONS

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS – The City of Portland seeks to extend contracting opportunities to Minority Business Enterprises, Women Business Enterprises and Emerging Small Businesses (M/W/ESBs) in order to promote their economic growth and to provide additional competition for City contracts. Therefore, the City has established an overall 20% utilization goal in awarding PTE contracts to ESBs. No goal is set for the use of M/WBE firms, but the City is committed to ensuring that such firms receive opportunities and equal consideration to be awarded City PTE contracts.

ENVIRONMENTALLY PREFERABLE PROCUREMENT - In accordance with the City's Sustainable City Principles and the City's Sustainable Procurement Strategy, it is the policy of the City of Portland to encourage the use of products or services that help to minimize the human health and environmental impacts of City operations. Therefore, Proposer are encouraged to incorporate environmentally preferable products or services into their responses wherever possible. "Environmentally preferable" means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service. To view the above City policies go to www.portlandonline.com and navigate to "Charter, Code & Policies Documents".

INVESTIGATION- The proposer shall make all investigations necessary to inform it regarding the service(s) to be performed under this request for proposal.

SPECIAL CONDITIONS - Where special conditions are written in the Request for Proposal, these special conditions shall take precedence over any conditions listed under the Professional, Technical and Expert Service "General Instructions and Conditions".

CLARIFICATION OF REQUEST FOR PROPOSAL- Proposer who request a clarification of the RFP requirements must submit questions in writing to the person(s) shown in the REFER QUESTIONS TO section on the cover of this RFP, or present them verbally at a scheduled pre-submittal conference, if one has been scheduled. The City must receive written questions no later than the date stated herein. The City will issue a response in the form of an addendum to the RFP if a substantive clarification is in order.

Oral instructions or information concerning the request for proposal given out by Bureau or Office managers, employees or agents to prospective Proposer shall not bind the City.

ADDENDUM – Any change to this RFP shall be made by written addendum issued no later than 72 hours prior to the proposal due date. The City is not responsible for any explanation, clarification or approval made or given in any manner except by addendum.

COST OF PROPOSAL- This Request for Proposal does not commit the City to pay any costs incurred by any proposer in the submission of a proposal or in making necessary studies or designs for the preparation thereof, or for procuring or contracting for the services to be furnished under the request for proposal.

CANCELLATION – The City reserves the right to modify, revise or cancel this RFP. Receipt and evaluation of proposals or the completion of interviews do not obligate the City to award a grant.

LATE PROPOSALS- Proposals received after the scheduled closing time for filing will be returned to the proposer unopened.

REJECTION OF PROPOSALS- The City reserves the right to reject any or all responses to the Request for Proposal if found in the City's best interest to do so. In the City's discretion, litigation between the City and a proposer shall be cause for proposal rejection, regardless of when that litigation comes to the City's attention and regardless of how the consultant's proposal may have been scored. Proposals may also be rejected if they use subcontractors or subconsultants who are involved in litigation with the City. Proposer concerned about possible rejection on this basis should contact the City before submission of a proposal for a preliminary determination of whether its proposal will be rejected.

CITY OF PORTLAND BUSINESS LICENSE - Successful consultant shall obtain a current City of Portland Business License prior to initiation of grant and commencement of the work.

WORKERS COMPENSATION INSURANCE – the successful consultant shall be covered by Workers Compensation Insurance or shall provide evidence that State law does not require such coverage.

CERTIFICATION AS AN EEO AFFIRMATIVE ACTION EMPLOYER- Proposer must be certified as Equal Employment Opportunity Affirmative Action Employers as prescribed by Chapter 3.100 of the Code of the City of Portland. The required documentation must be filed with the Bureau of Purchases, City of Portland, prior to grant execution.

CONFLICT OF INTEREST - A proposer filing a proposal thereby certifies that no officer, agent or employee of the City who has a pecuniary interest in this request for proposal has participated in the grant negotiations on the part of the City, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other proposer of the same call for proposals, and that the proposer is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

CONFIDENTIALITY – All information submitted by Proposer shall be public record and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.410 et seq.), except such portions of the proposals for which proposer requests exception from disclosure consistent with Oregon Law. Any portion of a proposal that the proposer claims constitutes a "trade secret" or is "confidential" must meet the requirements of ORS 192.501(2) and ORS 192.502(4).

If a request to inspect the proposal is made, the City will notify the proposer of the request. If the City refuses to release the records, the proposer agrees to provide information sufficient to sustain its position to the District Attorney of Multnomah County, who currently considers such appeals. If the District Attorney orders that the records be disclosed, the City will notify the proposer in order for the proposer to take all appropriate legal action. The proposer further agrees to hold harmless, defend and indemnify the City for all costs, expenses and attorney fees that may be imposed on the City as a result of appealing any decision regarding the proposer's records.

PART I

GRANT AGREEMENT REQUIREMENTS

SECTION A

GENERAL INFORMATION

1. INTRODUCTION

The City is requesting a proposal for services to assist in the design, development and implementation of a Diversity and Civic Leadership Organizing Project. The program developed under this grant is designed to broaden diverse participation in the civic governance of the City, build constituent identity and communication structures, improve the livability and sense of community with a focus on communities of color, immigrant and refugee communities.

2. BACKGROUND

The City of Portland recognizes policy, planning, and budgeting processes are best served when developed with public input representing a diverse cross-section of Portland's increasingly diverse communities. Community leaders have advocated the City needs to more aggressively engage communities of color through community-based organizations that are culturally specific to their constituencies. This project is one of several new initiatives within the Office of Neighborhood Involvement (ONI) that provide a framework for the City's public involvement efforts and neighborhood system to better serve and engage traditionally underrepresented population groups in the civic governance of the City.

This proposal came out of the ONI 2006-07 budget deliberations. It builds on an earlier community initiative begun in 2005, the Diversity and Civic Leadership Committee (DCLC), a diverse group of community and neighborhood leaders. The DCLC developed a proposal for the City to fund including a Diversity and Civic Leadership Academy and a Neighborhood and Community Engagement Initiative. The DCLC's intent for the first is to build the capacity of under-represented groups in order to increase their participation in the civic governance of the City. The intent of the second is to expand the ability of neighborhood associations to engage diverse neighbors and build partnerships with under-represented groups. The committee's proposal was adopted by City Council as part of the FY 2006-07 budget for the Office of Neighborhood Involvement.

3. SCOPE OF WORK

The City of Portland's Office of Neighborhood Involvement (ONI) is seeking proposals from community-based non-profits, hereafter called "Proposer", with demonstrated experience in community organizing, organizational development, leadership development, and communications with intentional focus on improving the livability and sense of community within communities of color, immigrant and refugee communities.

The Office of Neighborhood Involvement proposes to engage three (3) successful Proposer(s) to design, develop, and implement organizational strategies that best meet the goals stated below for the Diversity and Civic Leadership Organizing Project.

The goals of this project:

Support efforts to build the organizational and communication capacity of community organizations of color and immigrant/refugee organizations to:

- a. Develop culturally appropriate means to build community identity, understanding of existing City governance structures, and skills to analyze City power dynamics.
- b. Develop communication structures to encourage and maintain communication among community members and public agencies to support community building and livability efforts, foster dialogue on policy issues, and opportunities for involvement with the City.

- c. Develop leadership opportunities to be more effective advocates responding to City public involvement initiatives and advancing policies to achieve economic and social equity for their constituencies.
- d. Create a source of leadership to develop representation on City advisory committees, boards and commissions, neighborhood associations, and a wide array of City public involvement opportunities.
- e. Encourage the development of collaborations and partnerships between a wide-range of underrepresented community organizations, neighborhood and business associations, where there may be opportunities to work on common community and neighborhood livability issues.
- f. Develop culturally appropriate models for how these communities can safely and successfully interact in City processes in meaningful ways that adds value to both their communities and the City. Present these models to the City as effective strategies to interact with underrepresented groups.

4. PROJECT FUNDING

The anticipated cost for the services described herein is \$200,000 to be divided more or less evenly between three successful Proposers. The City reserves the right to choose a greater or lesser number of Proposers. Each proposal shall include the Proposer's true estimated cost to perform the work irrespective of the City's budgeted funds for this work.

5. TIMELINE FOR SELECTION The following dates are proposed as a timeline for this project:

Grant applications available to public	Monday, August 6, 2007
Pre-submittal conference at 10:00 AM	Thursday, Aug. 22, '07
Written proposals due at 4:00 PM	Wed. Sept 12, 2007
Selection committee recommendation announced	Monday, Oct. 1, 2007
Grant agreement negotiations, Council approval	Month of October
Notice to proceed – work begins	November 1, 2007

The City reserves the right to make adjustments to the above noted schedule as necessary.

SECTION B

WORK REQUIREMENTS

1. TECHNICAL OR REQUIRED SERVICES

The successful Proposer shall perform the tasks listed below for this project, and shall be expected to work closely with designated City personnel to accomplish these project components:

- a. Convening internal community gatherings:**
Description of your strategy to convene regular gatherings of organizational and community members for the purpose of developing community identity, understanding of existing City governance structures, and skills to analyze City power dynamics.
- b. Developing communication structures:**
Describe your strategy to develop communication structures to encourage and maintain communication among community members and public agencies to support community building and livability efforts, foster dialogue on policy issues, and opportunities for involvement with the City.
- c. Developing leadership opportunities to be effective advocates:**
Describe your strategy to develop opportunities to be more effective advocates responding to City public involvement initiatives and advancing policies to achieve

economic and social equity for their constituencies.

d. Recruiting leaders to participate on City governance bodies:

Describe your strategy for encouraging/recruiting community members to apply to be on City advisory committees, boards and commissions, participate in neighborhood associations and a wide array of City public involvement opportunities.

e. Convening cross-organization gatherings:

1. Describe your strategy for convening joint bi-annual gatherings with the other two successful Proposers for the purpose of coordinating, collaborating, or partnering on common community and neighborhood livability issues.
2. Describe your strategy for encouraging other collaborations and partnerships between other underrepresented community organizations, where there may be opportunities to work on common community and neighborhood livability issues.

f. Encouraging interaction with City bureaus, elected officials, and neighborhood associations and coalitions:

1. Describe your strategy for encouraging interaction with City bureaus and elected officials.
2. Describe your strategy for encouraging collaboration and partnership with neighborhood associations where there may be opportunities to work on common community and neighborhood livability issues.

g. Develop report on how lessons learned from this project can assist the City in developing culturally appropriate models for City public involvement processes:

1. Describe your strategy for producing a joint report with the other two successful Proposers summarizing what you learned from this project that can inform the City's efforts to develop culturally appropriate public involvement models for how your communities can safely and successfully interact in City processes in meaningful ways that adds value to both your communities and the City.
2. Describe your strategy for how you would present these models to the City as effective strategies to interact with underrepresented groups.

2. WORK PERFORMED BY THE CITY

Specific duties the City will perform under the supervision of the Neighborhood Resource Center, Neighborhood Program Coordinators, include:

- a. Administer and monitor this grant agreement for compliance with the City's administrative policies and procedures, including quarterly site visits, to assure that the goals and scope of work for this grant agreement are being met. ONI shall confer with the grantee(s) regarding any problem areas relating to the performance of this agreement by either party.
- b. Meet with the successful Proposer and provide such information as required to help plan, implement and evaluate the project.
- c. Provide limited assistance with efforts to promote the program and outreach to other community and neighborhood-based organizations. ONI has an extensive list of organizations for such outreach purposes.
- d. Provide any organizational, leadership or communication development materials or limited technical assistance ONI has available for use by successful Grantee. ONI has an extensive file of such materials.
- e. Provide limited assistance identifying recruitment and involvement opportunities

with City advisory committees, boards and commissions, neighborhood associations and a wide array of City public involvement opportunities.

- f. Organize networking opportunities between participants and sponsor organizations with City bureau staff, elected officials, district coalitions and/or neighborhood association leaders to encourage building organizational relationships and for identifying opportunities to bond around on common issues.

3. DELIVERABLES AND SCHEDULE

Deliverables shall be considered those tangible resulting work products that are to be delivered to the City such as reports, draft documents, data, interim findings, drawings, schematics, training, meeting presentations, final drawings and reports. The successful Proposer is encouraged to provide any deliverables in accordance with the City's Sustainable Paper Use Policy. The policy can be viewed at: <http://www.portlandonline.com/omf/index.cfm?c=37732>.

Deliverables and schedule for this project shall include:

Date	Actions
Nov. 31, 2007	Work plan including: <ul style="list-style-type: none"> <input type="checkbox"/> Implementation strategy for "work requirement" components. <input type="checkbox"/> Timeline for implementing strategies. <input type="checkbox"/> Responsibilities of staff to be assigned to this project. <input type="checkbox"/> Any suggested strategies for interaction with City bureaus, elected officials, neighborhood system (voluntary), <input type="checkbox"/> Expected project outcomes.
Feb. 8, 2008	1 st Quarterly report (Nov.-Jan.) including: <ul style="list-style-type: none"> <input type="checkbox"/> Performance measurements and short narratives on project highlights. (Template to be developed by ONI.)
May 9, 2008	2 nd Quarterly report (Feb.-April) including: <ul style="list-style-type: none"> <input type="checkbox"/> Performance measurements and short narratives on project highlights.
August 8, 2008	3 rd Quarterly report (May-July) including: <ul style="list-style-type: none"> <input type="checkbox"/> Performance measurements and short narratives on project highlights.
Nov. 10, 2008 To be submitted within 30 days of completion of project.	4 th Quarterly report (Aug.-Oct.) including: <ul style="list-style-type: none"> <input type="checkbox"/> Performance measurements and short narratives on project highlights. Year-end final report including: <ul style="list-style-type: none"> <input type="checkbox"/> Narrative assessment of strengths and challenges of strategies utilized for "work requirement" components,] <input type="checkbox"/> Narrative summary of project accomplishments. Were proposed outcomes achieved? Why? Why not? <input type="checkbox"/> Report on how lessons learned from this project can assist the City in developing culturally appropriate models for City public involvement processes.

All deliverables and resulting work products from this grant agreement will become the property of the City of Portland.

5. PERIOD OF PERFORMANCE

The City of Portland anticipates having the successful proposer begin work immediately upon grant agreement execution with submittal of final deliverables to the City occurring by November 31st, 2008.

7. INSURANCE

The successful Proposer shall agree to maintain continuous, uninterrupted coverage of all insurance as required by the City. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without a 30-day written notice from the successful Proposer or its insurer(s) to the City.

Workers Compensation Insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers (firms with one or more employees, unless exempt under ORS 656.027).

General Liability Insurance with a combined single limit of not less than \$500,000 each occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this grant, and shall provide that the City of Portland, and its agents, officers, and employees are Additional Insureds but only with respect to the successful Proposer's services to be provided under this grant.

Automobile Liability Insurance with a combined single limit of not less than \$500,000 each occurrence for Bodily Injury and Property Damage, including coverage for owned, hired, or non-owned vehicles, as applicable.

Certificates of Insurance: As evidence of the insurance coverages, the successful Proposer shall furnish acceptable insurance certificates to the City at the time signed agreements are returned to the City. The certificate will specify all of the parties who are Additional Insureds and will include the 30-day cancellation clause as identified above. Insuring companies or entities are subject to City acceptance. If requested, complete policy copies shall be provided to the City. The successful Proposer shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

SECTION C

1. SAMPLE CONTRACT AGREEMENT

ATTACHMENTS

The City's Model Grant Agreement will be executed with the successful proposer. It is posted at www.portlandonline.com/oni with information about this project under Diversity Leadership Programs.

PART II

PROPOSAL PREPARATION AND SUBMITTAL

SECTION A

PRE-SUBMITTAL MEETING/CLARIFICATION

1. PRE-SUBMITTAL MEETING

A pre-submittal meeting and/or site visit is scheduled for this project on Thursday, August 22nd at 10:00 AM. at 1221 SW 4th Ave., Lovejoy Room, 2nd Floor.

This is a **non-mandatory** meeting; therefore proposal submission will not be contingent upon attendance at this meeting.

2. PROPOSAL CLARIFICATION

Questions and requests for clarification regarding this Request for Proposal must be directed in writing, via email or fax, to the person listed below. **The deadline for submitting such questions/clarifications is September 6, 2007.** An addendum will be issued no later than 72 hours prior to the proposal due date to all recorded holders of the RFP if a substantive clarification is in order.

Jeri Williams
Office of Neighborhood Involvement
1221 SW 4th, Rm 110
Portland, Oregon 97204

E-mail: jeri.williams@ci.portland.or.us
Phone: (503) 823-5827
Fax: (503) 823-3050

SECTION B

1. PROPOSALS DUE

PROPOSAL SUBMISSION

Sealed proposals must be received no later than the date and time, and at the location, specified on the cover of this solicitation. The outside of the envelope shall plainly identify the subject of the proposal, the RFP number and the name and address of the Proposer. It is the Proposer's responsibility to ensure that proposals are received prior to the specified closing date and time, and at the location specified. Proposals received after the specified closing date and/or time shall not be considered and will be returned to the Proposer unopened. The City shall not be responsible for the proper identification and handling of any proposals submitted to an incorrect location.

2. PROPOSAL

Proposals must be clear, succinct and not exceed 15 pages. Section dividers, title page, and table of contents do not count in the overall page count of the proposal. Proposer who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the City's Sustainable Paper Use Policy and sustainable business practices in general, the City encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable. The City discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials. Proposer are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered to be two pages. Color is acceptable, but content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposer providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

3. ORGANIZATION OF PROPOSAL

1. Proposer must provide all information as requested in this Request for Proposal (RFP). Responses must follow the format outlined in this RFP. Additional materials in other formats, or pages beyond the stated page limit(s) may not be considered. The City may reject as non-responsive at its sole discretion any proposal or any part thereof, which is incomplete, inadequate in its response, or departs in any substantive way from the required format.

SECTION C

1. COVER LETTER

EVALUATION CRITERIA

By submitting a response, the Proposer is accepting the General Instructions and Conditions of this grant application (reference second page of the grant application).

The Cover Letter must include the following:

- a. The grant title " Diversity and Civic Leadership Organizing Project."
- b. Your organization's name.
- c. Name(s) of the person(s) authorized to represent the Proposer in any negotiations
- d. Name(s) of the person(s) authorized to sign any grant agreement that may result
- e. Representative's mailing or street addresses, phone, fax, and email addresses
- f. A legal representative of the Proposer, authorized to bind the Proposer in contractual matters must sign the Cover Letter.

BUSINESS COMPLIANCE

The Proposer must be in compliance with the laws regarding conducting business in the City of Portland before an award may be made. The Proposer shall be responsible for the following:

Certification as an EEO Affirmative Action Employer

All Proposer must be certified as Equal Employment Opportunity Employers as prescribed by Chapter 3.100 of the Code of the City of Portland. Failure to receive EEO certification prior to the date and time of bid opening may result in delaying the award of the grant agreement. Details of certification requirements are available from the Bureau of Purchases, 1120 SW Fifth Avenue, Room 750, Portland, Oregon 97204, (503) 823-6855, website: <http://www.portlandonline.com/omf/purchasing>

Non-Discrimination in Employee Benefits (Equal Benefits)

Proposer are encouraged to submit the Equal Benefits Compliance Worksheet/Declaration Form with their response. If not submitted, you will be contacted and required to provide this form prior to grant award; otherwise your proposal may be rejected. If your company does not comply with Equal Benefits and does not intend to do so, you must still submit the Form. The Equal Benefits Compliance Worksheet/Declaration Form can be obtained from the following web site: <http://www.portlandonline.com/omf/purchasing>

- Fill out the form properly. You may call the Bureau of Purchases at 503-823-6855 to ensure you correctly complete the form. You may also call the contact listed on the front page of this solicitation document for assistance.
- There are five options on the Worksheet/Declaration Form to pick among. They range from full compliance (Options A, B, C), to one that requires advance authorization by the City (Option D – Delayed Compliance), to Non Compliance. Select the option that is true of your company's standing at the time you submit your proposal. You cannot change your answer after you submit the Worksheet/Declaration Form.
- Option D is only used if you have an official waiver from the City. Waivers are only issued by the Bureau of Purchases.
- The Form provides the City your declared Equal Benefit status. However, the City issues the final determination of your Equal Benefit status for purposes of grant award.

If information on your form is conflicting or not clearly supported by the documentation that the City receives, the City may seek clarification to ensure we properly classify your compliance.

Business License

All Proposer must be in compliance with the City of Portland Business License requirements as prescribed by Chapter 7.02 of the Code of the City of Portland. Details of compliance requirements are available from the Revenue Bureau License and Tax Division, 111 SW Columbia Street, Suite 600, Portland, Oregon 97201, (503) 823-5157, website: <http://www.portlandonline.com/omf/index.cfm?c=29320>

If your firm currently has a business license and is EEO certified, include in the Cover Letter your firm's City of Portland Business License number as well as the Equal Employment Opportunity (EEO) expiration date.

2. PROJECT TEAM

This section should describe:

Mission and Experience

- a. Organization's mission, commitment and strengths with regard to how they match the goals of this project;

- b. Describe your organizational philosophy and experience with respect to community organizing, organizational development, communication structures and leadership development.

Organization and Staff Qualifications and Experience

- a. Describe the Proposer's key accomplishments and impact on the community over the past (3) years highlighting successes in community organizing, organizational development, communication structures and leadership development;
- b. Describe the experience of the Proposer building coalitions and partnerships with a diverse range of underrepresented community-based organizations and neighborhood-based organizations;
- c. Names of project manager and any other key staff or volunteers who will be performing the work on this project, and:
 - 1. Their responsibilities on this project
 - 2. The extent of the project manager's responsibilities and involvement
 - 3. Project manager's experience with similar projects.

3. RESPONDENT'S CAPABILITIES

This section relates to the Proposer's capabilities and resources to effectively and responsibly manage this project. This section should describe:

- a. Similar projects performed within the last three (3) years, which best characterize Proposer's capabilities, effectiveness, work quality and cost control;
- b. Proposer's resources available to perform the work for the duration of the project.

4. PROJECT APPROACH AND UNDERSTANDING

This section needs to describe the methodology used to accomplish each of the following project components; a rough timeline for implementing the various components, and a description of successes (outcomes) that will result from each component:

- a. **Convening internal community gatherings:**
Description of your strategy to convene regular gatherings of organizational and community members for the purpose of developing community identity, understanding of existing City governance structures, and skills to analyze City power dynamics; Describe how you would measure success with this strategy;
- b. **Developing communication structures:**
Describe your strategy to develop communication structures to encourage and maintain communication among community members and public agencies to support community building and livability efforts, foster dialogue on policy issues, and opportunities for involvement with the City; Describe how you would measure success with this strategy;
- c. **Developing leadership opportunities to be effective advocates:**
Describe your strategy to develop opportunities to be more effective advocates responding to City public involvement initiatives and advancing policies to achieve economic and social equity for their constituencies; Describe how you would measure success with this strategy;
- d. **Recruiting leaders to participate on City governance bodies:**
Describe your strategy for encouraging/recruiting community members to apply to be on City advisory committees, boards and commissions, participate in

neighborhood associations and a wide array of City public involvement opportunities; Describe how you would measure success with this strategy;

e. Convening cross-organization gatherings:

1. Describe your strategy for convening joint quarterly gatherings with the other two successful Proposer for the purpose of coordinating, collaborating, or partnering on common community and neighborhood livability issues,
2. Describe your strategy for encouraging other collaborations and partnerships between other underrepresented community organizations, where there may be opportunities to work on common community and neighborhood livability issues;
3. Describe how you would measure success with the above two strategies;

f. Encouraging interaction with City bureaus, elected officials, and neighborhood associations and coalitions:

1. Describe your strategy for encouraging interaction with City bureaus and elected officials,
2. Describe your strategy for encouraging collaboration and partnership with neighborhood associations where there may be opportunities to work on common community and neighborhood livability issues (ONI will work with successful Proposer to finalize specific strategies);
3. Describe how you would measure success with the above two strategies;

g. Develop report on how lessons learned from this project can assist the City in developing culturally appropriate models for City public involvement processes:

1. Describe your strategy for producing a joint report with the other two successful Proposers summarizing what you learned from this project that can inform the City's efforts to develop culturally appropriate public involvement models for how your communities can safely and successfully interact in City processes in meaningful ways that adds value to both your communities and the City,
2. Describe your strategy for how you would present these models to the City as effective strategies to interact with underrepresented groups.

5. DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS

The City is committed to increasing contracting opportunities for State of Oregon certified minority, women and emerging small business (M/W/ESB) enterprises. The City values, supports and nurtures diversity, and encourages any firm contracting with the City to do the same, maximizing M/W/ESB business participation with regard to all City contracts. As such, the City has established an overall 20% utilization goal in awarding PTE contracts to State of Oregon certified emerging small business (ESB) enterprises and has assigned at least 15% of the total points available on this solicitation to determine the award of this grant. No goal is set for the use of minority (MBE) and women business (WBE) enterprises, but the City is committed to ensuring that such firms receive opportunities and equal consideration to be awarded City PTE contracts.

All Proposer shall address the following in their proposals:

- a. Indicate if your firm is currently certified in the State of Oregon as an MBE, WBE and/or ESB, or if your firm has applied for certification with the State of Oregon's Office of Minority, Women and Emerging Small Business (OMWESB).
- b. Identify your current diversity of workforce and describe your firm's commitments to providing equal employment opportunities. Include in your response:
 - Number of total employees and description of type of work performed.
 - Number of minorities and women within your current workforce, broken out by ethnicity and positions held.
 - Any underutilization of minorities or women within your workforce and your firm's efforts to remedy such underutilization.

- Any plans to provide innovative mentoring, technical training or professional development opportunities to minorities and women in your workforce in relation to this project, or plans to employ minorities and women to work on this project.
 - Description of the process your firm uses to recruit minorities and women.
- c. If your firm will be utilizing certified M/W/ESB firms on this project, please list those firms and detail their role within your proposal.

The City expects thoughtful consideration of all of the above Diversity in Employment and Contracting criteria in the preparation of proposals, and will enforce all diversity in workforce and M/W/ESB commitments submitted by the successful Proposer.

6. PROPOSED COST AND BUDGET

The proposal shall include the Proposer's true estimated cost or fixed-price estimate for the proposed project approach irrespective of the City's anticipated cost. Additionally, this cost shall include the FTE and salary budgeted for each position working on this project. Provide a proposed line item budget of the program.

**PART III
SECTION A**

**1. EVALUATION CRITERIA
SCORING**

**PROPOSAL EVALUATION
PROPOSAL REVIEW AND SELECTION**

Each proposal shall be evaluated on the following evaluation criteria, weighting and maximum points, as follows:

	Criteria	Maximum Score
a.	Cover Letter	0
b.	Project Team	15
c.	Respondent's Capabilities	20
d.	Project Approach and Understanding	35
e.	Diversity in Employment and Contracting	20
f.	Proposed Cost and budget	10
	Total Points Available	100

2. PROPOSAL REVIEW

An evaluation review committee will be appointed to evaluate the proposals received. For the purpose of scoring proposals each of the committee members will evaluate each proposal in accordance with the criteria and point factors listed above. The evaluation committee may seek outside expertise, including but not limited to input from technical advisors, to assist in evaluating proposals.

The successful Proposer shall be selected by the following process:

- a. An evaluation committee will be appointed to evaluate submitted written proposals.
- b. The committee will score the written proposals based on the information submitted according to the evaluation criteria and point factors.
- c. The committee will require a minimum of 14 working days to evaluate and score the written proposals.
- d. A short list of Proposer, based on the highest scores, may be selected for oral interviews if deemed necessary. The City reserves the right to increase or decrease the number of Proposer on the short list depending on the scoring and whether the Proposer have a reasonable chance of being awarded a grant.
- e. If oral interviews are determined to be necessary, the scores from the written proposals will be considered preliminary. Final scores, based on the same evaluation criteria, will be determined following the interviews.

The evaluation committee's recommendation for grant award will be submitted to the Portland City Council for approval. The City has the right to reject any or all proposals for

good cause, in the public interest.

3. CLARIFYING PROPOSAL DURING EVALUATION

During the evaluation process, the City has the right to require any clarification or change its needs in order to understand the Proposer's view and approach to the project and scope of the work.

SECTION B

1. CONSULTANT SELECTION

GRANT AWARD

The City will award a grant to the highest scoring Proposer. Should the City not reach a favorable agreement with the highest scoring Proposer, at the City's sole discretion, the City shall terminate negotiations and commence negotiations with the second highest scoring Proposer and so on until a favorable agreement is reached. A consultant selection process will be carried out under Portland City Code Chapter 5.68.

2. GRANT AGREEMENT DEVELOPMENT

The proposal and all responses provided by the successful Proposer may become a part of the final grant agreement. The form of agreement shall be based on the City's Contract for PTE Services.

3. AWARD REVIEW AND PROTESTS

REVIEW:

Following the Notice of Intent to Award, the public may view proposal documents. However, any proprietary information so designated by the Proposer as a trade secret and meeting the requirements of ORS 192.501(2) will not be disclosed unless the Multnomah County District Attorney determines that disclosure is required. At this time, Proposer not awarded the grant may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.

Protests may be submitted to the bureau director from those Proposers who would receive the contract if their protest were successful. Protests must be received by the bureau director within seven (7) calendar days following the date of the City's Notice of Intent to Award was issued. The protest must specifically state the reason for the protest and show how its proposal or the winning proposal was mis-scored or show how the selection process deviated from that described in the solicitation document. The contract award process will be put on hold until the protest has been resolved.

The exercise of judgment used by the evaluators in scoring the written proposals and interviews, including the use of outside expertise, is not grounds for appeal. The bureau director may waive any procedural irregularities that had no material affect on the selection of the proposed contract, invalidate the proposed award, amend the award decision, request the evaluation committee re-evaluate any proposal or require the bureau to cancel the solicitation and begin again to solicit new proposals. In the event the matter is returned to the evaluation committee, the bureau director, shall issue a notice canceling the Notice of Intent to Award. Decisions of the bureau director are final and conclude the administrative appeals process.