



## Request for Applications

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**ADVERTISED DATE: August 21, 2020**

Request for Applications (RFA) Title: **Learning from Community Stories – the Impact of COVID-19**

RFA Number: 2020BSK90RFA

Due Date and Time: No later than 2:00 PM September 21, 2020

Contract Specialist: Chris D'Abreau

**Submit Application to: [cpres-BSK@kingcounty.gov](mailto:cpres-BSK@kingcounty.gov)**

### **Pre-application Conference**

Communities of Opportunity will conduct one pre-Application conference for this RFA. This conference will be an opportunity for interested organizations to hear more about the program and to ask questions about the program and/or the application process.

The information session will also provide a Participatory Research 101 learning opportunity in collaboration with Communities Count.

The conference will be on Thursday August 27th from 10am-12pm, via Zoom. (Zoom details pending)

### **Join Zoom Meeting**

<https://zoom.us/j/97263802946?pwd=R04xUjM0VmRxbHRwd1hQcGYxMlo2Zz09>

**Meeting ID:** 972 6380 2946

**Passcode:** 508295

### **Dial by your location**

+1 253 215 8782 US (Tacoma)

## DEFINITION OF WORDS AND TERMS APPLICABLE ONLY TO INSTRUCTION OF THE RFA

Words and terms shall be given their ordinary and usual meanings. Where used in the Agreement documents, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine, feminine and neuter of the words and terms.

Addendum/Addenda: Written additions, deletions, clarification, interpretations, modifications or corrections to the solicitation documents issued by PHSKC during the Application period and prior to award.

Applicant: Individual, association, partnership, firm, company, corporation or a combination thereof, including joint ventures, submitting an Application to perform the Work.

Application Evaluators (AE): Team of people appointed by the County to evaluate the Applications, conduct discussions, call for Best and Final Offers, score the Applications and make recommendations.

Best and Final Offer: Best and Final Offer shall consist of the Applicant's revised Application and any supplemental information requested during the evaluation of Applications. In the event of any conflict or inconsistency in the items submitted by the Applicant, the items submitted last govern.

Competitive Range: The Competitive Range consists of the Applicants that have a reasonable chance of selection for award. The Application Evaluators (AE) shall conduct the initial evaluation of the Applications considering price and Evaluation Factors established in the RFA. The Buyer and Project Manager/AE together shall compare the evaluations and determine the Competitive Range. The Competitive Range may be reduced after the evaluation of additional information, Best and Final Offers and negotiations.

Criteria, Evaluation Criteria or Evaluation Factors: The elements cited in the RFA that the County shall examine to determine the Applicants understanding of the requirements; technical, business and management approach; key personnel; qualification and experience of the Applicant; potential for successfully accomplishing the Agreement; risk allocation and the probable cost to the County.

Days: Calendar days.

Measurable Amount of Work: For purposes of payment of a living wage, Measurable Amount of Work means a definitive allocation of an employee's time that can be attributed to work performed on a specific matter, but that is not less than a total of one hour in any one week period.

RFA: Request for Applications, also known as the solicitation document.

Reference Documents: Reports, Specifications, and drawings which are available to Applicants for information and reference in preparing Applications but not as part of this Agreement.

## **SECTION 1            INSTRUCTION TO APPLICANTS**

### **1.1      Application Submission**

Applicants are encouraged to use recycled paper in the preparation of additional documents submitted with this solicitation, and shall use both sides of paper sheets where practicable.

Applications shall contain all required attachments and information and be submitted no later than the due date and time to the place stated on the front of this RFA or as amended. The Applications shall show the title, the due date specified, and the name and address of the Applicant. Applicants are cautioned that failure to comply may result in non-acceptance of the Application. The Applicant accepts all risks of late delivery of mailed Applications or of mis-delivery regardless of fault. Applications properly and timely submitted will be opened.

Applications will only be accepted from Applicants able to complete the delivery of goods or services described in the specifications. Joint ventures shall submit one Application for the team, with accompanying proof of the joint venture agreement.

### **1.2      Electronic Commerce and Correspondence**

PHSKC is committed to reducing costs and facilitating quicker communication to the community by using electronic means to convey information. As such, most Invitations to Bid, Requests for Application, and Requests for Qualifications as well as related exhibits, appendices, and issued addenda can be found on the PHSKC RFP Web Site, located at <http://www.kingcounty.gov/health/rfp>. Interested parties may subscribe to email alerts regarding PHSKC funding opportunities by accessing this link:

[https://public.govdelivery.com/accounts/WAKING/subscriber/new?topic\\_id=WAPHSKC\\_97](https://public.govdelivery.com/accounts/WAKING/subscriber/new?topic_id=WAPHSKC_97)

After submittals have been opened, PHSKC will make available a listing of the businesses submitting Applications, and later, any final award determination.

### **1.3      Late Applications**

Applications and modifications of Applications received at the location designated in the solicitation after the exact hour and date specified for receipt will not be considered.

### **1.4      Cancellation of RFA or Postponement of Application Opening**

The County reserves the right to cancel this RFA at any time. The County may change the date and time for submitting Applications prior to the date and time established for submittal.

### **1.5      Application Signature**

Each Application shall include a completed Application response form (Attachment 1) signed by an authorized representative of the Applicant.

### **1.6      Addenda**

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the RFA, the County will issue a written Addendum to the RFA.

### **1.7      Questions and Interpretation of the RFA**

No oral interpretations of the RFA will be made to any Applicant. All questions and any explanations must be requested in writing and directed to the Contract Specialist identified on page 1 no later than **the date specified in Section 1.8 below**. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all Applicants by addendum. **Communications concerning this Application, with other than the listed Contract Specialist may cause the Applicant to be disqualified.**

## 1.8 Schedule

An agreement will be negotiated immediately with each successful Applicant that is selected via this RFA. The following timeframe represents the tentative schedule of the entire process, from RFA solicitation to project completion. The dates listed here are subject to change:

Date	Event
August 21, 2020	Request for Applications issued
August 27, 2020	Pre-Application Conference/Info session Date
September 14, 2020	Final Day to ask questions
September 15, 2020	Final Addendum issued (if necessary)
September 21, 2020	Applications due no later than 2:00 PM
Oct 1	Interview Date Range (tentative )
October 15, 2020	Notice of Selection (tentative)
November 1, 2020	Agreement Start Date

## 1.9 Pre-Application Conference

If a Pre-Application conference is conducted, it will be held at the time, date and location indicated on the cover page of the RFA. All prospective Applicants are strongly encouraged to attend. The intent of the Pre-Application conference is to assist the Applicants to more fully understand the requirements of this RFA. Applicants are encouraged to submit questions in advance to enable the County to prepare responses. These questions should be emailed to the Contract Specialist indicated on the cover page. Applicants will also have an opportunity to ask questions during the conference.

## 1.10 Examination of Application and Agreement Documents

The submission of an Application shall constitute an acknowledgement upon which the County may rely that the Applicant has thoroughly examined and is familiar with all requirements and documents pursuant with the RFA, including any addenda and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of an Applicant to comply with the above requirement shall in no way relieve the Applicant from any obligations with respect to its Application or to any Agreement awarded pursuant to this RFA. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this RFA.

## 1.11 Cost of Applications and Samples

The County is not liable for any costs incurred by Applicant in the preparation and evaluation of Applications submitted. Samples of items required must be submitted to location and at time specified. Unless otherwise specified, samples shall be submitted with no expense to the County. If not destroyed by testing, samples may be returned at the Applicant's request and expense unless otherwise specified.

## 1.12 Modifications of Application or Withdrawal of Application Prior to Application Due Date

At any time before the time and date set for submittal of Applications, an Applicant may submit a modification of an Application previously submitted to the County. All Application modifications shall be made in writing, executed and submitted in the same form and manner as the original Application.

Applications may be withdrawn by written notice received prior to the exact hour and date specified for receipt of Applications. An Application also may be withdrawn in person by an Applicant or authorized representative provided their identity is made known and they sign a receipt for the Application, but only if the withdrawal is made prior to the exact hour and date set for receipt of Applications. All requests for modification or withdrawal of Applications, whether in person or written, shall not reveal the amount of the original Application.

### **1.13 Application Withdrawal after Public Opening**

Except for claims of error granted by the County, no Applicant may withdraw an Application after the date and time established for submitting Applications, or before the award and execution of an Agreement pursuant to this RFA, unless the award is delayed for a period exceeding the period for Application effectiveness.

Requests to withdraw an Application due to error must be submitted in writing along with supporting evidence for such claim for review by the County. Evidence must be delivered to the County within two (2) Days after request to withdraw. The County reserves the right to require additional records or information to evaluate the request. Any review by the County of an Application and/or any review of such a claim of error, including supporting evidence, creates no duty or liability on the County to discover any other Application error or mistake, and the sole liability for any Application error or mistake rests with the Applicant.

### **1.14 Error and Administrative Corrections**

The County shall not be responsible for any errors in Applications. Applicants shall only be allowed to alter Applications after the submittal deadline in response to requests for clarifications or Best and Final Offers by the County.

The County reserves the rights to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

### **1.15 Application Content Requirements**

- A. The Application shall contain: COO Cover Sheet, COO Narrative Questions, COO Budget
- B. Submission Instructions  
All materials should be received by the date and time indicated on page 1 of this RFA. Materials should be submitted by email only in one package to the email address specified on page 1. Late submissions will not be accepted.

### **1.16 Compliance with RFA Terms, Attachments and Addenda**

- A. The County intends to award an Agreement based on the terms, conditions, attachments and addenda contained in this RFA. Applicants shall submit Applications, which respond to the requirements of the RFA.
- B. Applicants are strongly advised not to take exceptions to the terms and conditions, attachments and addenda; exceptions may result in rejection of the Application. An exception is not a response to an Application requirement. If an exception is taken, a 'Notice of Exception' must be submitted with the Application. The 'Notice of Exception' must identify the specific point or points of exception and provide an alternative.
- C. The County reserves the right to reject any Application for any reason including, but not limited to, the following –
  - Any Application, which is incomplete, obscure, irregular or lacking necessary detail and specificity;
  - Any Application that has any qualification, limitation, exception or provision attached to the

Application;

- Any Application from Applicants who (in the sole judgment of the County) lack the qualifications or responsibility necessary to perform the Work;
  - Any Application submitted by an Applicant which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
  - Any Application, from Applicants who are not approved as being compliant with the requirements for equal employment opportunity; and
  - Any Application for which an Applicant fails or neglects to complete and submit any qualifications information within the time specified by the County.
- D. The County may, at its sole discretion, determine that an Application with a 'Notice of Exception' merits evaluation. An Application with a 'Notice of Exception' not immediately rejected may be evaluated, but its competitive scoring shall be reduced to reflect the importance of the exception. Evaluation and negotiation shall only continue with the Applicant if the County determines that the Application continues to be advantageous to the County.
- E. In consideration for the County's review and evaluation of its Application, the Applicant waives and releases any claims against the County arising from any rejection of any or all Applications, including any claim for costs incurred by Applicants in the preparation and presentation of Applications submitted in response to this RFA.
- F. Applications shall address all requirements identified in this RFA. In addition, the County may consider Application alternatives submitted by Applicants that provide cost savings or enhancements beyond the RFA requirements. Application alternatives may be considered if deemed to be in the County's best interests. Application alternatives shall be clearly identified.

#### **1.17 Acceptance of Agreement, Attachments and Addenda**

Applicant(s) shall review the Agreement, and all its attachments, and submit a signed letter by their attorney or authorized legal representative stating they intend to comply with all the terms and conditions. The signed letter shall be submitted with the Application.

If there are exceptions taken to the proposed terms and conditions and any of its attachments, the Applicant's attorney or authorized legal representative shall sign an exception letter describing reasoning for the exceptions and include the exception letter and the terms attachment as an attachment to the Application, identifying the exceptions and proposed changes. All proposed changes shall be tracked in the Agreement using the tracking changes feature in Microsoft Word®.

The project schedule is such that it requires a very efficient Application review and negotiation period. It is very important that any possible roadblocks or issues the Applicant may have with the terms and conditions are identified during the Application process and resolved prior to proceeding with the Agreement negotiations.

#### **1.18 Insurance Requirements for Selected Applicant**

If an Applicant is selected for an agreement with PHSKC, the subsequent agreement will include these insurance requirements. Selected agencies shall furnish, at a minimum, Commercial General Liability, to include Products and Completed Operations, in the amount of \$1,000,000 combined single limit; \$2,000,000 aggregate. In addition, evidence of Workers' Compensation and Stop-Gap Employer's Liability for a limit of \$1,000,000, and Professional Liability coverage of at least \$1,000,000 shall be provided. Also, the selected agencies shall provide Automobile Liability coverage in the amount of \$1,000,000.

**Such liability policy/policies (except workers' compensation) shall be endorsed to include King County, and its appointed and elected officials, officers, agents and employees as additional insureds, for full policy limits.**

King County reserves the right to approve deductible/self-insured retention levels and the acceptability of insurers. All deductibles/self-insured retentions are the sole responsibility of the Applicant. ***An insurance certificate and additional insured endorsement(s) will be required prior to signature of the agreement by PHSKC.***

#### **1.19 Forms Required before Agreement Signing**

The Applicant shall submit within five (5) Days of notification from the County the following:

- Insurance certificate and endorsement meeting the levels of coverage set forth in this RFA.
- King County Substitute W-9 (if not on file with the County within the past two (2) years).
- King County Responsibility Detail & Attestation Form
- The Substitute W-9 and the Responsibility Detail & Attestation forms are available for download at <https://kingcounty.gov/depts/finance-business-operations/procurement/forms.aspx>.

#### **1.20 Collusion**

If the County determines that collusion has occurred among Applicants, none of the Applications from the participants in such collusion shall be considered. The County's determination shall be final.

#### **1.21 Application Price and Effective Date**

- A. The Application price shall include everything necessary for the prosecution and completion of Work under the Agreement including but not limited to furnishing all materials, equipment, supplies, tools, plant and other facilities and all management, supervision, labor and service, except as may be provided otherwise in this RFA. Proposed Prices shall include all freight charges, FOB to the designated delivery point. Washington State sales/use taxes and Federal excise taxes shall not be included in the Application price. The County shall pay any Washington State sales/use taxes applicable to the Agreement price or tender an appropriate amount to the Contractor for payment to Washington State. The County is exempt from Federal excise taxes. All other government taxes, duties, fees, royalties, assessments and charges shall be included in the Application price.
- B. In the event of a discrepancy between the unit price and the extended amount for an Application item, the County reserves the right to clarify the Application.
- C. The Application shall remain in effect for 120 Days after the Application due date, unless extended by agreement.

#### **1.22 Procedure When Only One Application Is Received**

If the County receives a single responsive, responsible Application, the County may request an extension of the Application acceptance period and/or conduct a price or cost analysis on such Application. The Applicant shall promptly provide all cost or pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single Application; the County reserves the right to reject such Application or any portion thereof.

#### **1.23 Appeal Procedures**

PHSKC will notify all respondents in writing of the acceptance or rejection of the response or Application and, if appropriate, the level of funding to be allocated. Written notification will be via email to the email address submitted on the Application response form. Any applicant wishing to appeal the decision must do so in writing within four (4) working days of the email notification of PHSKC's decision. An appeal must clearly state a rationale based on one or more of the following criteria:

- Violation of policies or guidelines established in this RFA.
- Failure to adhere to published criteria and/or procedures in carrying out the RFA process.

Appeals must be sent by email to the Contract Specialist indicated on the cover page. PHSKC will review the written appeal and may request additional oral or written information from the appellant organization. A written decision will be sent within four (4) working days of the receipt of the appeal. This decision is final.



## **SECTION 2 APPLICATION EVALUATION AND AGREEMENT AWARD**

### **2.1 Application Evaluation**

- A. The County will evaluate Applications using the criteria set forth in this RFA. If deemed necessary, written and/or oral discussions, site visits or any other type of clarification of Application information may be conducted with those Applicants whose Applications are found to be potentially acceptable. Identified deficiencies, technical requirements, terms and conditions of the RFA, costs or prices, and clarifications may be included among the items for discussion. The discussions are intended to give Applicants a reasonable opportunity to resolve deficiencies, uncertainties and clarifications as requested by the County and to make the cost, pricing or technical revisions required by the resulting changes. In addition, the County may request additional business and administrative information.
- B. The County may find that an Applicant appears fully qualified to perform the Agreement or it may require additional information or actions from an Applicant. In the event the County determines that the Application is not within the Competitive Range the County shall eliminate the Application from further consideration.
- C. The evaluation of Applicants' Applications and additional information may result in successive reductions of the number of Applications that remain in the Competitive Range. If applicable to the solicitation, the firms remaining in the Competitive Range may be invited to continue in the Application evaluation process, and negotiations.
- D. Upon completion of discussions, the County may issue to all remaining potentially acceptable Applicants within the competitive range a request for Best and Final Offers. The request shall include notice that discussions are concluded, an invitation to submit a revised Application with a Best and Final Offer, and a new submittal date and time.
- E. The County may enter negotiations with one or more Applicants to finalize Agreement terms and conditions. Negotiation of an Agreement shall be in conformance with applicable federal, state and local laws, regulations and procedures. The objective of the negotiations shall be to reach agreement on all provisions of the proposed Agreement. In the event negotiations are not successful, the County may reject Applications.
- F. The County reserves the right to make an award without written and/or oral discussions with the Applicants and without an opportunity to submit Best and Final Offers when deemed to be in the County's best interests. Agreement award, if any, shall be made by the County to the responsible Applicant whose Application best meets the requirements of the RFA, and is most advantageous to the County, taking into consideration price and the other established evaluation factors. The County is not required to award an Agreement to the Applicant offering the lowest price. The County shall have no obligations until an Agreement is signed between the Applicant and the County. The County reserves the right to award one or more agreements as it determines to be in its best interest.

### **2.2 Responsive and Responsible**

#### **Responsive**

The County will consider all the material submitted by the Applicant, and other evidence it may obtain otherwise, to determine whether the Applicant is in compliance with the terms and conditions set forth in this RFA.

Responsible

In determining the responsibility of the Applicant, the County may consider:

- the ability, capacity and skill to perform the Agreement and provide the service required;
- the character, integrity, reputation, judgment and efficiency;
- financial resources to perform the Agreement properly and within the times proposed;
- the quality and timeliness of performance on previous agreements with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other agencies in securing satisfactory performance and resolving claims;
- compliance with federal, state and local laws and ordinances relating to public contracts;
- other information having a bearing on the decision to award the Agreement.

Failure of an Applicant to be deemed responsible or responsive may result in the rejection of an Application.

### **2.3 Financial Resources and Auditing**

If requested by the County, prior to the award of an Agreement, the Applicant shall submit proof of adequate financial resources available to carry out the execution and completion of work required by this Agreement.

King County reserves the right to audit the Recipient throughout the term of this Agreement to assure the Recipient's financial fitness to perform and comply with all terms and conditions contained within this Agreement. King County will be the sole judge in determining the Recipient's financial fitness in carrying out the terms of this Agreement.

### **2.4 Evaluation Criteria and Application Scoring**

Scoring of applications will be based on answers to application questions, budget and prioritization points to ensure communities most impacted by COVID-19 as a result of structural inequities are given priority for this funding.

- Applications will be reviewed by a review committee made up of community reviewers and COO staff. The review committee will make recommendations to the COO Governance Group for final approval on funding decisions.
- We will prioritize organizations that demonstrate ability to execute their plans in the grant timeframe.
- We will prioritize those community groups most impacted by COVID-19 using King County data (see below).
- We will prioritize funding organizations who uplift the leadership of community.
- COO investments are directed to communities where there are the greatest inequities. COO uses a racial equity and social justice lens in developing strategies to impact community connections, economic opportunity, health and housing.

#### **Prioritization:**

This proposal will prioritize applications focusing on communities most impacted by inequities which are compounded/exacerbated by COVID 19 (e.g., low income, Black, Indigenous, and other communities of color (BIPOC)).

You may find more data about this impact on BIPOC and low income communities using the [COVID-19 Vulnerable Communities Data Tool](#) and [King County COVID-19 Dashboards](#).

Below are the criteria that will be used by the review committee during the evaluation/review process:

Criteria	Points
<b>Question 1: Please describe your research question and why it is relevant to your community? How will this data highlight the inequities or resilience brought about by the COVID 19 pandemic?</b>	<b>Total: 25</b>
Applicant has well defined question related to impact or resilience via COVID-19	5
Applicant has made a clear case to relevance of question related to COVID19 or structural inequities.	5
Applicant has clear plan for utilization of data to build toward more equitable outcomes in the COO result areas.	15
<b>Question 2: Propose your approach to this project.</b>	<b>Total: 25</b>
Applicant has a clear and realistic workplan to meet project expectations within the time frame	10
Applicant has clear concept of process of creation and dissemination of communication materials.	5
Applicant has described unique position within community.	10
<b>Question 3. Please tell us more about your organization or group. What skills, knowledge and relationships do you bring to this project</b>	<b>Total: 30</b>
Applicant has identified a group with enough capacity to complete project under given timeline.	5
Roles and relationship between those involved is clearly laid out in proposal to ensure successful collaboration.	5
Unique knowledge, racialized experiences, or skills, you or the group, team, or organization – Knowledge of data collection, data analysis, community organizing and participatory research is outlined.	10
Applicant has a strong anti-racist approach that involves community participation, data analysis and reflection, and community informed dissemination.	10
<b>Budget: Proposers/Applicants shall include the following attachments to their proposal:</b>	<b>Total: 10</b>
Projected budget is complete with detail and descriptions for proposed expenditures.	5
Budget works to ensure community is compensated for time and participation	5
<b>Applicant is willing to participate in peer learning cohort</b>	<b>Y/N</b>
<b>Prioritization:</b> 5 points for top 5%, 4 points top 10 %, 3 points top 15%, 2 points top 20%, 1 point top 25%	<b>Total: 15</b>
<ul style="list-style-type: none"> <li>• Health – access to healthcare - % uninsured</li> </ul>	5
<ul style="list-style-type: none"> <li>• Poverty Rate – % of households &lt;200% of FPL</li> </ul>	5
<ul style="list-style-type: none"> <li>• Positive COVID 19 resulting in hospitalization or death rates by race &amp; ethnicity (using dominant group on application cover sheet)</li> </ul>	5
<b>Total Possible Points</b>	<b>105</b>

An interview may be conducted with the top two or three Applicants if a selection is not made on the basis of the written Application alone. If interviews are conducted, an additional maximum of 15 points will be given. The total scoring of the Applications will then be 120 points.

## **2.5 Public Disclosure of Applications**

This procurement is subject to the Washington Public Records Act, RCW (Revised Code of Washington) 42.56 et seq. Applications submitted under this RFA shall be considered public documents unless the documents are exempt under the public disclosure laws. After a decision to award the agreement has been made, the Applications shall be available for inspection and copying by the public.

If an Applicant considers any portion of its Application to be protected under the law, the Applicant shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If the County determines that the material is not exempt from public disclosure law, the County will notify the Applicant of the request and allow the Applicant ten (10) Days to take whatever action it deems necessary to protect its interests. If the Applicant does not take such action within said period, the County will release the portions of the Application deemed subject to disclosure. By submitting an Application, the Applicant assents to the procedure outlined in this subsection and shall have no claim against the County on account taken under such procedure.

## SECTION 3 PROJECT SPECIFICATIONS AND SCOPE OF WORK

### 3.1 Background

Communities of Opportunity (COO) is a cross-sector, collaborative initiative founded by King County and Seattle Foundation in 2014. With underlying commitments to racial equity and social justice, COO is driven by community-led strategies and solutions through community partnerships, systems and policy change, and shared learning. COO invests in activities that lead to increased capacity and more equitable community conditions, identifying four intersecting result areas key to improving those conditions: 1. Community Connections, 2. Economic Opportunity, 3. Health, and 4. Safe and Affordable Housing. A collaborative partnership of leaders from community organizations, government and philanthropy governs COO. King County's Best Starts for Kids (BSK) levy and Seattle Foundation's Center for Community Partnerships funds COO.

### 3.2 COO Investment Strategy: Learning Community

COO is investing in opportunities for communities to learn with and from each other in multiple ways.

Under the Learning Community Model, we provide resources to support the following types of experiences and activities:

**Active Learning-** Deepening understanding and analysis to expose the root causes of inequity and create space to dream, conceptualize and refine community-driven solutions to lead us in the direction of transformation and equity.

**Critical Connections-** The opportunity to work across sectors, geographies and silos to build a shared analysis, collective vision and build momentum.

**Capacity Building-** Investments into the individuals, organizations and partnerships for greater effectiveness, creativity and longevity.

**Equity Innovations-** Building the new tools, models and infrastructure that we need to actualize the communities we envision.

The outcomes of these activities create skills, tools, infrastructure and relationships needed to move King County closer to our equity goals.

### 3.3 Project Description

The intention for these funds is to provide an opportunity to both illustrate positive community resilience in response to COVID-19 in Black, Indigenous, people of color (BIPOC) communities as well as work to illuminate where inequities still exist within structures to inform new policies and systems that work to dismantle racism and oppression that leads to inequities.

These funds provide an opportunity for groups to **tell the stories** of the intersections of the pandemic in low-income/communities of color/immigrant-refugee communities by **collecting and analyzing data** related to the health/social and economic impacts of COVID-19 and to **develop communications materials** in order to share these stories with broader audiences.

The materials created as a result of the community driven process may work to serve many purposes. For example, informing community about the need for policy change, serving as a basis for organizational strategic plan updates, or highlighting innovative practices in addressing the impacts of inequities by race and place (i.e., COVID-19's impact on communities). Organizations should consider how data may be utilized to best support their mission, their community or COVID response strategy.

### Examples of questions may include:

- What are strengths and barriers present in our communities that have led to increased or decreased health outcomes (i.e. rates of transmission of COVID-19)?
- Amidst the high levels of unemployment, what structures have been put in place to support our communities' economic survival during COVID-19?
- What examples of resilience have we seen in our community that has supported individuals and families during the Governors Stay at Home order?
- How have individuals at risk for loss of housing continued to remain sheltered despite lack of ability to pay rent?
- How has the community come together to support the health and wellbeing of children during this time?

These are just a few examples; we encourage you to work with your community to find the most relevant question that may help tell the story. Both qualitative and quantitative data collection methods are encouraged.

### 3.4 Project Scope

Projects should begin with a clear research question and proposed community-based methodology.

This methodology may include activities in the following areas:

- **Plan, Monitor and Evaluate** – This should include engagement with community to develop a research plan and methods, monitor progress and evaluate outcomes.
- **Empower and learn** – This should include data collection led by COO communities using participatory methods which may include but not be limited to group discussions of personal experience, interviews, photovoice, surveys, and analysis of public documents
- **Collect Data and Analyze** - This should document community-driven findings related to COO result areas and priorities of health, safe & affordable housing, economic opportunity or community connection.
- **Communicate** – This should include the development of tools and materials to share findings with a broader diverse audience including but not limited to broader community, policy makers, and institutional leaders. This may include: video, audio or other digital materials.

*This is a proposed framework that you may use as a basis for developing your proposed scope. If you have another way would like to engage your community to collect data and develop stories, please feel free to outline the approach in your application.*

### 3.5 Deliverables

1. *Project plan* – within 60 days of contract execution grantee shall develop a project timeline including roles and responsibilities of staff and participants.
2. *Community Engagement* – grantee to connect with community participants to deepen meaning of research question, develop methods for research, develop methods for sharing data and stories and identify networks for data collection and communication.
3. *Methods Development* – grantee to co-create with community methods for collecting data, as well as training for participant collectors.

4. *Data Collection* - grantee to lead data collection process within community – targets for amount of data should be identified in project plan above.
5. *Data Summary* – grantee shall conduct data analysis internally as well as provide opportunities for community data collectors to provide feedback on analysis. From this analysis grantee shall provide a data summary to COO and community data collector group.
6. *Communications Materials* – grantee shall work with community participants to develop at minimum 2 materials to share information or knowledge gained from data collection. This may include but is not limited to: video, podcast, social media campaign, article, art installation.
7. *Sharing Data and Stories* – grantee shall share their communications materials with broader audiences such as community at large, policy makers, institutional leadership, etc.

### **3.6 Eligibility and Qualifications**

This announcement is open to not-for-profit organizations, community-based organizations, coalitions, tribes and tribal organizations, or faith-based organizations serving communities in King County. Proposals from organizations or coalitions that are led by and for the community in which the proposed data collection takes place will be prioritized.

To be eligible **proposers should:**

- Be uniquely situated within the community
- Have a clear research question and plan for engaging community at the time of application.
- Identify a lead staff person who will support the successful completion of this project.

#### **Qualifications:**

1. *Be uniquely situated within community* – applicants must represent and have deep relationships within the communities in which the data will be collected in order to expedite the participatory aspects of this project.
2. *Organizational Capacity* – applicants must show that this project will fit into the larger scope of their organization and that they have the staff and project management expertise to complete the project in the allotted time frame.
3. *Data Analysis Expertise* – applicants must also have experience with data analysis or access to partners with enough data analysis expertise to support this project.

#### **Prioritization:**

This proposal will prioritize applications focusing on communities most impacted by inequities which are compounded/exacerbated by COVID 19 (e.g., low income, Black, Indigenous, and other communities of color (BIPOC).

You may find more data about this impact using the [COVID-19 Vulnerable Communities Data Tool](#) and [King County COVID-19 Dashboards](#).

### **3.7 Investment Available and Contract Term**

The maximum amount available for 2020-21 in this announcement is \$400,000. The number of awards and award amounts will depend on the number of eligible proposals received. Each project budget is not to exceed \$100,000 per applicant. Funds must be spent by December 31, 2021. We expect that organizations will compensate community participants for their time in order to make participation most equitable.

### 3.8 Free Technical Assistance

Free technical assistance (TA) is available to support applicants in developing proposals for organizations with an annual budget of \$2 million or less. Technical assistance is offered to eliminate equity barriers that might prevent organizations from seeking or obtaining government funding.

Among other support, technical assistance can:

- Assist in determining appropriate fit between your proposal and the RFP
- Provide guidance on how to best answer questions
- Support application review, including editing and budget review

This service is offered at no cost to eligible applicants. Applicants may request technical assistance from the opening of the RFP until three business days before the RFP close date. To provide the best support possible, applicants are requested to:

Reach out to the technical assistance provider as early as possible after the RFP opens. The TA provider may be able to accommodate last-minute requests, but are more likely to provide the best support for earlier requests.

To access free technical assistance, please email one of the providers, Catherine Verrenti at [catherine@verrenticonsulting.com](mailto:catherine@verrenticonsulting.com) or Roxanne Hood Lyons at [roxannalyons@gmail.com](mailto:roxannalyons@gmail.com).

### 3.9 COO Glossary of Terms

**Capacity** – The organization has proven that they have the ability to accomplish the scope of work. They have the ability to manage the personnel required to accomplish the scope of work. They have the resources and demonstrated that they have forged the necessary relationships in the community to complete the scope of work.

**Capacity Building:** Actions that enhance the ability of individuals, organizations, funders and the overall community to effectively work towards positive change. It may also mean supporting and developing networks, partnerships, and civic infrastructures that provide pathways for people to make change within a community.

**Collaboration:** Maximize impact by finding partners and creating linked approaches to addressing needs.

**Disparity and Disproportionality:** Disparities occur when people have different levels of access to resources and services – for instance, low-income people and people of color are less likely to have access to quality health care, education and living wage jobs. Disproportionality occurs when something is out of proportion, such as the over-representation of children of color in the child welfare system compared to their proportion in the general population. Disparity and disproportionality also refer to the differences in outcomes (health, education, etc.) of people engaged in different systems, underscoring the need for additional resources and supports to ensure they experience comparable outcomes and have equal opportunities to inform the design and operations of systems.

**Equity** – The full and equal access to opportunities, power, and resources so all youth and families achieve their potential and thrive.

**Experience** – The organization has demonstrated past success in accomplishing the presented scope of work.

**Health Inequities:** Low-income persons and some racial/ethnic groups in King County are less likely to have the highest level of health and well-being measures compared to higher income or white people. It is critical from both a moral and economic perspective to address these inequities. The ethnic/racial groups most affected by inequities are:



African-Americans (including African immigrants), American Indians and Alaska Natives, Latino/Hispanics, Pacific Islanders and immigrants. People living in households with incomes less than 200% of the federal poverty level are among the income groups most affected by inequities. It is important to note that, in many cases, all members of a community can benefit from activities intended to reduce inequities.

**Organizations:** These refer to everything from nonprofits to loosely affiliated community groups.

**Partnership Building:** Supporting partnerships that community members and organizations identify as useful and helpful to advancing their work.

**Policies:** Policies refer to formal guidelines governing the way work/everyday life is conducted. Usually policies have widespread application, change less frequently and usually help answer the question about “what” things are being done. Policy includes everything from policies at a neighborhood level such as school policies, to formal state-wide and national legislation.

**Policy Change:** Changes in written laws, regulations, and budget commitments designed to influence personal and organizational behavior in both public and private sectors.

**Practices:** Practices refer to the manner in which work/everyday life is conducted. Practices usually are more narrowly applied and prone to change. Practices help answer the question about “how” and “when” things get done.

**Systems Change:** Changes in the way organizations in different sectors interact with each other in an ongoing way (therefore changes within a single organization, e.g., one city agency or one school district, constitutes a policy or infrastructure change, not a systems change). May or may not be supported by formal/written policy changes.



## ATTACHMENT 2 – NARRATIVE QUESTIONS

### Narrative Response (Maximum of 6 pages)

Please address all of the questions below. Responses should be limited to 6 pages and written in 12 point Arial font, single-spaced with 1 inch margins. Please ensure that there is sufficient detail in your narrative in order for reviewers to have a clear understanding of your chosen strategies and approaches.

- 1. Please describe your research question and why it is relevant to your community? How will this data highlight the inequities or resilience brought about by the COVID 19 pandemic? (maximum 1 page)**
  
- 2. Please outline your approach to this project (maximum 2 pages)**
  - a. Describe information/data you plan to collect. Include sources of qualitative or quantitative data.
  - b. Please describe how your organization or group is uniquely positioned within the community who will be most involved in the participatory data collection process.
  - c. Please describe what kinds of materials you might develop to share the data and stories your community will collect.
  - d. Please provide a timeline of your approach.
  
- 3. Please tell us more about your organization or group. What skills, knowledge and relationships do you bring to this project? (maximum 3 pages)**
  - a. Identify who is applying: individual, group or organization
  - b. Describe the relationship and role of each member involved.
  - c. Describe your group's approach around equity/anti-racism, participatory data collection, data analysis and dissemination.
  - d. Identify the unique knowledge, experiences, or skills, you or the group, team, or organization brings to this project?
  
- 4. COO will provide ongoing technical assistance.** Can you commit to participate monthly in a group that brings together those doing this work with county project managers and Communities Count data experts to build a peer learning group? Please ensure you have included your answer on the cover sheet.

**Y/N?**

## ATTACHMENT 3 – DEMOGRAPHIC QUESTIONS

### Which communities or population(s) does your proposal focus on?

Please check all that apply. If the population you are proposing to impact is not listed, please describe your population in the “Another population” fields under Additional categories.

#### Age:

- children, youth and young adults (age 0-24)
- Families
- Older adults and seniors
- Another age group, specify: \_\_\_\_\_

#### Race/ethnicity:

- American Indian or Alaska Native, specify name of tribe(s): \_\_\_\_\_
- Asian
- Asian Indian
- Chinese
- Filipino
- Japanese
- Korean
- Vietnamese
- Another Asian, specify: \_\_\_\_\_
- Black or African American
- Somali
- Ethiopian
- Another Black or African American, specify: \_\_\_\_\_
- Hispanic or Latino/a
- Mexican, Mexican American, Chicano
- Cuban or Puerto Rican
- Another Hispanic, Latino (a), or Spanish origin, specify: \_\_\_\_\_
- Native Hawaiian or Pacific Islander
- Native Hawaiian
- Samoan
- Another Pacific Islander, specify: \_\_\_\_\_
- White
- Another race/ethnicity, specify: \_\_\_\_\_

#### Place

- All of King County
- North King County
- East King County
- South King County

City of Seattle, specify neighborhood(s): \_\_\_\_\_

Other city or neighborhood in King County, specify: \_\_\_\_\_

**Additional categories**

Ability/Disability, specify: \_\_\_\_\_

Immigrant/Refugee, specify: \_\_\_\_\_

Low-income, specify: \_\_\_\_\_

LGBTQ+, specify: \_\_\_\_\_

Another population, specify: \_\_\_\_\_

Another population, specify: \_\_\_\_\_

Another population, specify: \_\_\_\_\_

Another population, specify: \_\_\_\_\_

**Are you willing to participate in a learning community cohort of others doing similar projects convened by COO?**

**Yes**

**No**

**14 Month Budget (November 2020 - December 2021)**

**COO Learning from Community - Impact of COVID19**

**Organization Name:** insert Organization Name

**Project Title:** insert Project Title

**Financial Contact Name and Email:** insert Contact Name and Email

Labor Costs - Position Title	Describe major work responsibilities and detail cost breakdown for contractors or employees. For salaried staff include wages and benefits.	Total Amount
<b>Labor Costs Total</b>		<b>\$ -</b>

Program Costs	Detail program costs e.g., supplies and materials, stipends or honorariums)	Total Amount
<b>Program Total</b>		<b>\$ -</b>

Subcontracts	Describe type of contractor (example: facilitation, communications, project management) and what work they will perform relevant to the Scope of Work.	Total Amount
<b>Subcontract Total</b>		<b>\$ -</b>

Other	Provide details	Total Amount
<b>Other Total</b>		<b>\$ -</b>

Total Indirect Charges	If you have a federally negotiated indirect rate, state that here and explain what it includes/how it is calculated.	Rate	Indirect base	Total Amount
Indirect				\$ -
				\$ -

<b>14 Month Budget (November 2020 - December 2021) TOTAL</b>			<b>\$ -</b>
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**KING COUNTY TERMS AND CONDITIONS**

**1. Agreement Term and Termination**

- A. This Agreement shall commence on the Agreement Start Date and shall terminate on the Agreement End Date as specified on page 1 of this Agreement, unless extended or terminated earlier, pursuant to the terms and conditions of the Agreement.
- B. This Agreement may be terminated by the County or the Recipient without cause, in whole or in part, prior to the Agreement End Date, by providing the other party thirty (30) days advance written notice of the termination. The Agreement may be suspended by the County without cause, in whole or in part, prior to the date specified in Subsection 1.A. above, by providing the Recipient thirty (30) days advance written notice of the suspension.
- C. The County may terminate or suspend this Agreement, in whole or in part, upon seven (7) days advance written notice in the event: (1) the Recipient materially breaches any duty, obligation, or service required pursuant to this Agreement, or (2) the duties, obligations, or services required herein become impossible, illegal, or not feasible. If the Agreement is terminated by the County pursuant to this Subsection 1.C. (1), the Recipient shall be liable for damages, including any additional costs of procurement of similar services from another source.

If the termination results from acts or omissions of the Recipient, including but not limited to misappropriation, nonperformance of required services, or fiscal mismanagement, the Recipient shall return to the County immediately any funds, misappropriated or unexpended, which have been paid to the Recipient by the County.

- D. If County or other expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth above in Subsection 1.A., the County may, upon written notification to the Recipient, terminate or suspend this Agreement in whole or in part.

If the Agreement is terminated or suspended as provided in this Section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination or suspension; and (2) in the case of termination the Recipient shall be released from any obligation to provide such further services pursuant to the Agreement ; and (3) in the case of suspension the Recipient shall be released from any obligation to provide services during the period of suspension and until such time as the County provides written authorization to resume services..

Funding or obligation under this Agreement beyond the current appropriation year is conditional upon appropriation by the County Council of sufficient funds to support the activities described in the Agreement. Should such appropriation not be approved, this Agreement will terminate at the close of the current appropriation year.

- E. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either party may have in the event that the obligations, terms, and conditions set forth in this Agreement are breached by the other party.

**2. Compensation and Method of Payment**

- A. The County shall reimburse the Recipient for satisfactory completion of the services and requirements specified in this Agreement, payable upon receipt and approval by the County of a signed invoice in substantially the form of the attached Invoice Exhibit, which complies with the attached Budget Exhibit.
- B. The Recipient shall submit an invoice and all accompanying reports as specified in the attached exhibits not more than 15 working days after the close of each indicated reporting period. The County shall make payment to the Recipient not more than 30 days after a complete and accurate invoice is received.

- C. The Recipient shall submit its final invoice and all outstanding reports within 30 days of the date this Agreement terminates. If the Recipient's final invoice and reports are not submitted by the day specified in this subsection, the County will be relieved of all liability for payment to the Recipient of the amounts set forth in said invoice or any subsequent invoice.
- D. When a budget is attached hereto as an exhibit, the Recipient shall apply the funds received from the County under this Agreement in accordance with said budget. The Agreement may contain separate budgets for separate program components. The Recipient shall request prior approval from the County for an amendment to this Agreement when the cumulative amount of transfers among the budget categories is expected to exceed 10% of the Agreement amount in any Agreement budget. Supporting documents necessary to explain fully the nature and purpose of the amendment must accompany each request for an amendment. Cumulative transfers between budget categories of 10% or less need not be incorporated by written amendment; however, the County must be informed immediately in writing of each such change.
- E. Should, in the sole discretion of the County, the Recipient not timely expend funds allocated under this Agreement, the County may recapture and reprogram any such under-expenditures unilaterally and without the need for further amendment of this Agreement. The County may unilaterally make changes to the funding source without the need for an amendment. The Recipient shall be notified in writing of any changes in the fund source or the recapturing or reprogramming of under expenditures.
- F. If travel costs are contained in the attached budget, reimbursement of Recipient travel, lodging, and meal expenses are limited to the eligible costs based on the following rates and criteria.
  - 1. The mileage rate allowed by King County shall not exceed the current Internal Revenue Service (IRS) rates per mile as allowed for business related travel. The IRS mileage rate shall be paid for the operation, maintenance and depreciation of individually owned vehicles for that time which the vehicle is used during work hours. Parking shall be the actual cost. When rental vehicles are authorized, government rates shall be requested. If the Recipient does not request government rates, the Recipient shall be personally responsible for the difference. Please reference the federal web site for current rates: <http://www.gsa.gov>.
  - 2. Reimbursement for meals shall be limited to the per diem rates established by federal travel requisitions for the host city in the Code of Federal Regulations, 41 CFR § 301, App.A. Please reference <http://www.gsa.gov> for the current host city per diem rates.
  - 3. Accommodation rates shall not exceed the federal lodging limit plus host city taxes. The Recipient shall always request government rates.
  - 4. Air travel shall be by coach class at the lowest possible price available at the time the County requests a particular trip. In general, a trip is associated with a particular work activity of limited duration and only one round-trip ticket, per person, shall be billed per trip. Any air travel occurring as part of a federal grant must be in accordance with the Fly America Act.

### **3. Internal Control and Accounting System**

The Recipient shall establish and maintain a system of accounting and internal controls which complies with generally accepted accounting principles promulgated by the Financial Accounting Standards Board (FASB), the Governmental Accounting Standards Board (GASB), or both as is applicable to the Recipient's form of incorporation.

### **4. Debarment and Suspension Certification**

Entities that are debarred, suspended, or proposed for debarment by the U.S. Government are excluded from receiving federal funds and contracting with the County. The Recipient, by signature to this Agreement, certifies that the Recipient is not presently debarred, suspended, or proposed for



debarment by any Federal department or agency. The Recipient also agrees that it will not enter into a sub-agreement with a Recipient that is debarred, suspended, or proposed for debarment. The Recipient agrees to notify King County in the event it, or a sub-awardee, is debarred, suspended, or proposed for debarment by any Federal department or agency.

**5. Maintenance of Records/Evaluations and Inspections**

- A. The Recipient shall maintain accounts and records, including personnel, property, financial, and programmatic records and other such records as may be deemed necessary by the County to ensure proper accounting for all Agreement funds and compliance with this Agreement.
- B. In accordance with the nondiscrimination and equal employment opportunity requirements set forth in Section 13. below, the Recipient shall maintain the following:
  - 1. Records of employment, employment advertisements, application forms, and other pertinent data, records and information related to employment, applications for employment or the administration or delivery of services or any other benefits under this Agreement; and
  - 2. Records, including written quotes, bids, estimates or proposals submitted to the Recipient by all businesses seeking to participate on this Agreement, and any other information necessary to document the actual use of and payments to sub-awardees and suppliers in this Agreement, including employment records.

The County may visit the site of the work and the Recipient's office to review the foregoing records. The Recipient shall provide every assistance requested by the County during such visits and make the foregoing records available to the County for inspection and copying upon request. The Recipient shall provide right of access to its facilities—including those of any sub-awardee assigned any portion of this Agreement pursuant to Section 12—to the County, the state, and/or federal agencies or officials at all reasonable times in order to monitor and evaluate the services provided under this Agreement. The County will give advance notice to the Recipient in the case of fiscal audits to be conducted by the County. The Recipient shall comply with all record keeping requirements set forth in any federal rules, regulations or statutes included or referenced in the Agreement documents. The Recipient shall inform the County in writing of the location, if different from the Recipient address listed on page one of this Agreement, of the aforesaid books, records, documents, and other evidence and shall notify the County in writing of any changes in location within ten (10) working days of any such relocation.

- C. The records listed in A and B above shall be maintained for a period of six (6) years after termination of this Agreement. The records and documents with respect to all matters covered by this Agreement shall be subject at all time to inspection, review, or audit by the County and/or federal/state officials so authorized by law during the performance of this Agreement and six (6) years after termination hereof, unless a longer retention period is required by law.
- D. Medical records shall be maintained and preserved by the Recipient in accordance with state and federal medical records statutes, including but not limited to RCW 70.41.190, 70.02.160, and standard medical records practice. If the Recipient ceases operations under this Agreement, the Recipient shall be responsible for the disposition and maintenance of such medical records.
- E. The Recipient agrees to cooperate with the County or its agent in the evaluation of the Recipient's performance under this Agreement and to make available all information reasonably required by any such evaluation process. The results and records of said evaluations shall be maintained and disclosed in accordance with RCW Chapter 42.56.
- F. The Recipient agrees that all information, records, and data collected in connection with this Agreement shall be protected from unauthorized disclosure in accordance with applicable state and federal law.

**6. Compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

The Recipient shall not use protected health information created or shared under this Agreement in any manner that would constitute a violation of HIPAA and any regulations enacted pursuant to its provisions. Recipient shall read and certify compliance with all HIPAA requirements at <http://www.kingcounty.gov/healthservices/health/partnerships/contracts>

**7. Audits**

- A. A Recipient, for-profit or non-profit that receives in excess of \$\$100,000 in funds during its fiscal year from the County, shall provide fiscal year audited financial statements prepared by an independent Certified Public Accountant or Accounting Firm within nine months subsequent to the close of the Recipient’s fiscal year (if applicable, see **Section 7.D.**) and shall meet the following requirement, if applicable:
  - 1. If the Recipient is a non-profit organization as defined in 2 CFR Part 200, and expends a total of \$\$750,000 or more in federal financial assistance and has received federal financial assistance from any sources during its fiscal year, then the Recipient shall meet the audit requirements as described in 2 CFR Part 200 Subpart F.
- B. Non-profit Recipients who receive less than \$\$100,000 from the County during their fiscal year shall provide 1) IRS Form 990 within 30 days of its being filed; and 2) a full set of annual financial statements.
- C. For-profit Recipients who receive less than \$\$100,000 from the County during their fiscal year shall provide 1) income tax return within 30 days of its being filed; and 2) a full set of annual financial statements.
- D. A Recipient subject to the requirements in Section 7.A. may, in extraordinary circumstances, request a waiver of audit requirements and, with the review and upon approval of the County, substitute for the above requirements other forms of financial reporting or fiscal representation certified by the Recipient’s Board of Directors, provided the Recipient meets the following criteria:
  - 1. That financial reporting and any associated management letter show no reportable conditions or internal control issues; and
  - 2. There has been no turnover in key staff since the beginning of the period for which the financial reporting was completed.
- E. Additional audit or review requirements which may be imposed on the County will be passed on to the Recipient and the Recipient will be required to comply with any such requirements.

**8. Corrective Action**

If the County determines that a breach of Agreement has occurred, that is, the Recipient has failed to comply with any terms or conditions of this Agreement or the Recipient has failed to provide in any manner the work or services agreed to herein, and if the County deems said breach to warrant corrective action, the following sequential procedure will apply:

- A. The County will notify the Recipient in writing of the nature of the breach;  
The Recipient shall respond in writing within three (3) working days of its receipt of such notification, which response shall indicate the steps being taken to correct the specified deficiencies. The corrective action plan shall specify the proposed completion date for bringing the Agreement into compliance, which date shall not be more than ten (10) days from the date of the Recipient’s response, unless the County, at its sole discretion, specifies in writing an extension in the number of days to complete the corrective actions;
- B. The County will notify the Recipient in writing of the County’s determination as to the sufficiency of the Recipient’s corrective action plan. The determination of sufficiency of the Recipient’s corrective action plan shall be at the sole discretion of the County;

- C. In the event that the Recipient does not respond within the appropriate time with a corrective action plan, or the Recipient's corrective action plan is determined by the County to be insufficient, the County may commence termination or suspension of this Agreement in whole or in part pursuant to Section 1.C.;
- D. In addition, the County may withhold any payment owed the Recipient or prohibit the Recipient from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed; and
- E. Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section 1., Subsections B, C, D, and E.

**9. Dispute Resolution**

The parties shall use their best, good-faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve the dispute under this section.

**10. Hold Harmless and Indemnification**

- A. In providing services under this Agreement, the Recipient is an independent contractor, and neither it nor its officers, agents, or employees are employees of the County for any purpose. The Recipient shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes, by, or on behalf of the Recipient, its employees, and/or others by reason of this Agreement. The Recipient shall protect, indemnify, defend and save harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Recipient's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the supplying to the Recipient of work, services, materials, or supplies by Recipient employees or other suppliers in connection with or support of the performance of this Agreement.

- B. The Recipient further agrees that it is financially responsible for and will repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act, and/or failure, for any reason, to comply with the terms of this Agreement by the Recipient, its officers, employees, agents, and/or representatives. This duty to repay the County shall not be diminished or extinguished by the prior termination of the Agreement pursuant to the Term and Termination section.
- C. The Recipient shall protect, defend, indemnify, and save harmless the County, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the Recipient, its officers, employees, sub-awardees and/or agents, in its performance and/or non-performance of its obligations under this Agreement. The Recipient agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the Recipient, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the County incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Recipient.
- D. The County shall protect, defend, indemnify, and save harmless the Recipient, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the sole negligent acts or omissions of the County,

its officers, employees, and/or agents, in its performance and/or non-performance of its obligations under this Agreement. The County agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the County, by mutual negotiation, hereby waives, as respects the Recipient only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the Recipient incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the County.

- E. Claims shall include, but not be limited to, assertions that use or transfer of software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.
- F. Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Agreement.
- G. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

## **11. Insurance Requirements**

By the date of execution of this Agreement, the Recipient shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work hereunder by the Recipient, its agents, representatives, employees, and/or sub-awardees. The costs of such insurance shall be paid by the Recipient or sub-awardee. The Recipient may furnish separate certificates of insurance and policy endorsements for each sub-awardee as evidence of compliance with the insurance requirements of this Agreement. The Recipient is responsible for ensuring compliance with all of the insurance requirements stated herein. Failure by the Recipient, its agents, employees, officers, sub-awardee, providers, and/or provider sub-awardees to comply with the insurance requirements stated herein shall constitute a material breach of this Agreement. Specific coverages and requirements are at <http://www.kingcounty.gov/healthservices/health/partnerships/contracts>; Recipients shall read and provide required insurance documentation prior to the signing of this Agreement.

## **12. Assignment/Sub-agreements**

- A. The Recipient shall not assign or sub-award any portion of this Agreement or transfer or assign any claim arising pursuant to this Agreement without the written consent of the County. Said consent must be sought in writing by the Recipient not less than fifteen (15) days prior to the date of any proposed assignment.
- B. "Sub-agreement" shall mean any agreement between the Recipient and a sub-awardee or between sub-awardees that is based on this Agreement, provided that the term "sub-awardee" does not include the purchase of (1) support services not related to the subject matter of this Agreement, or (2) supplies.
- C. The Recipient shall include Sections 2.D., 2.E., 3, 4, 5, 6, 10.A., 10.B., 10.G., 12, 13, 14, 15, 16, 17, 23, 24, 26, and the Funder's Special Terms and Conditions, if attached, in every sub-agreement or purchase agreement for services that relate to the subject matter of this Agreement.
- D. The Recipient agrees to include the following language verbatim in every sub-agreement for services which relate to the subject matter of this Agreement:

"Sub-awardee shall protect, defend, indemnify, and hold harmless King County, its officers, employees and agents from any and all costs, claims, judgments, and/or awards of damages arising out of, or in any way resulting from the negligent act or omissions of sub-awardee, its officers, employees, and/or agents in connection with or in support of this Agreement. Sub-

awardee expressly agrees and understands that King County is a third party beneficiary to this Agreement and shall have the right to bring an action against sub-awardee to enforce the provisions of this paragraph.”

**13. Nondiscrimination; Equal Employment Opportunity; Payment of a Living Wage**

The Recipient shall comply with all applicable federal, state and local laws regarding discrimination, including those set forth in this Section.

A. During performance of the Agreement, the Recipient agrees that it will not discriminate against any employee or applicant for employment because of the employee or applicant's sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification. The Recipient will make equal employment opportunity efforts to ensure that applicants and employees are treated, without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age. Additional requirements are at <http://www.kingcounty.gov/healthservices/health/partnerships/contracts>; Recipients shall read and certify compliance.

B. Requirements of King County Living Wage Ordinance

In accordance with King County Ordinance 17909, as a condition of award for agreements beginning on or after April 1, 2015, for services with an initial or amended value of \$100,000 or more, the Recipient agrees that it shall pay and require all sub-awardees and subcontractors to pay a living wage as described in the ordinance to employees for each hour the employee performs a Measurable Amount of Work on this Agreement. The requirements of the ordinance, including payment schedules, are detailed at <http://www.kingcounty.gov/operations/procurement/Resources/ordinance-17909.aspx>.

Violations of this requirement may result in disqualification of the Recipient from bidding on or being awarded a County agreement or contract for up to two years; contractual remedies including, but not limited to, liquidated damages and/or termination of the Agreement; remedial action as set forth in public rule; and other civil remedies and sanctions allowed by law. For purposes of this Section, a “Measurable Amount of Work” is defined as a definitive allocation of an employee’s time that can be attributed to work performed under this Agreement, but that is not less than a total of one hour in any one week period.

**14. Conflict of Interest**

- A. The Recipient agrees to comply with applicable provisions of K.C.C. 3.04. Failure to comply with such requirements shall be a material breach of this Agreement, and may result in termination of this Agreement pursuant to Section II and subject the Recipient to the remedies stated therein, or otherwise available to the County at law or in equity.
- B. The Recipient agrees, pursuant to KCC 3.04.060, that it will not willfully attempt to secure preferential treatment in its dealings with the County by offering any valuable consideration, thing of value or gift, whether in the form of services, loan, thing or promise, in any form to any county official or employee. The Recipient acknowledges that if it is found to have violated the prohibition found in this paragraph, its current Agreements with the county will be cancelled and it shall not be able to bid on any county Agreement for a period of two years.
- C. The Recipient acknowledges that for one year after leaving County employment, a former County employee may not have a financial or beneficial interest in an agreement or grant that was planned, authorized, or funded by a County action in which the former County employee participated during County employment. Recipient shall identify at the time of offer current or former County employees involved in the preparation of proposals or the anticipated performance of Work if awarded the Agreement. Failure to identify current or former County employees involved in this transaction may result in the County’s denying or terminating this Agreement. After Agreement award, the Recipient is responsible for notifying the County’s

Project Manager of current or former County employees who may become involved in the Agreement any time during the term of the Agreement.

**15. Equipment Purchase, Maintenance, and Ownership**

- A. The Recipient agrees that any equipment purchased, in whole or in part, with Agreement funds at a cost of \$5,000 per item or more, when the purchase of such equipment is reimbursable as an Agreement budget item, is upon its purchase or receipt the property of the County and/or federal/state government. The Recipient shall be responsible for all such property, including the proper care and maintenance of the equipment.
- B. The Recipient shall ensure that all such equipment will be returned to the County or federal/state government upon termination of this Agreement unless otherwise agreed upon by the parties.

**16. Proprietary Rights**

The parties to this Agreement hereby mutually agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the County. The County agrees to and does hereby grant to the Recipient, irrevocable, nonexclusive, and royalty-free license to use, according to law, any material or article and use any method that may be developed as part of the work under this Agreement.

The foregoing products license shall not apply to existing training materials, consulting aids, checklists, and other materials and documents of the Recipient which are modified for use in the performance of this Agreement.

The foregoing provisions of this section shall not apply to existing training materials, consulting aids, checklists, and other materials and documents of the Recipient that are not modified for use in the performance of this Agreement.

**17. Political Activity Prohibited**

None of the funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

**18. King County Recycled Product Procurement Policy**

In accordance with King County Code 18.20, the Recipient shall use recycled paper, and both sides of sheets of paper whenever practicable, when submitting proposals, reports, and invoices, if paper copies are required.

**19. Future Support**

The County makes no commitment to support the services awarded for herein and assumes no obligation for future support of the activity awarded herein except as expressly set forth in this Agreement.

**20. Entire Agreement/Waiver of Default**

The parties agree that this Agreement is the complete expression of the terms hereto and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

**21. Amendments**

Either party may request changes to this Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement. Changes to the

County's Agreement numbering system or fund source may be made unilaterally by the County and without the need for amendment of this Agreement. The Recipient shall be notified in writing of any changes in the Agreement number or fund source assigned by the County; provided, however, that the total compensation allocated by the County through this Agreement does not change.

**22. Notices**

Whenever this Agreement provides for notice to be provided by one party to another, such notice shall be in writing and directed to the chief executive office of the Recipient and the project representative of the County department specified on page one of this Agreement. Any time within which a party must take some action shall be computed from the date that the notice is received by said party.

**23. Services Provided in Accordance with Law and Rule and Regulation**

The Recipient and any sub-awardee agree to abide by the laws of the state of Washington, rules and regulations promulgated thereunder, and regulations of the state and federal governments, as applicable, which control disposition of funds granted under this Agreement, all of which are incorporated herein by reference.

In the event that there is a conflict between any of the language contained in any exhibit or attachment to this Agreement, the language in the Agreement shall have control over the language contained in the exhibit or the attachment, unless the parties affirmatively agree in writing to the contrary.

**24. Applicable Law**

This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue for any action hereunder shall be in the Superior Court for King County, Washington.

**25. Electronic Processing and Signatures**

The parties agree that this Agreement may be processed and signed electronically, which if done so, will be subject to additional terms and conditions found at <https://www.docusign.com/company/terms-of-use>.

The parties acknowledge that they have consulted with their respective attorneys and have had the opportunity to review this Agreement. Therefore, the parties expressly agree that this Agreement shall be given full force and effect according to each and all of its express terms and provisions and the rule of construction that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement.

The parties executing this Agreement electronically have authority to sign and bind its represented party to this Agreement.

**26. No Third Party Beneficiaries**

Except for the parties to whom this Agreement is assigned in compliance with the terms of this Agreement, there are no third party beneficiaries to this Agreement, and this Agreement shall not impart any rights enforceable by any person or entity that is not a party hereto.

**END OF COUNTY TERMS AND CONDITIONS**