INTRODUCTION

King Conservation District (KCD or the District) is a special purpose district authorized by Washington State and guided by the Washington State Conservation Commission. Our mission is to promote the sustainable use of natural resources through voluntary stewardship.

Since 1949, KCD has been helping the people of King County manage their natural resources and build resilient communities. We promote conservation through demonstration projects, education, technical assistance and funding. KCD has no regulatory or enforcement authority and only works with those who choose to work with us.

KCD recognizes that Diversity, Equity, and Inclusion (DEI) are essential for the organization to fulfill its mission as a community-based conservation resource. In 2020, KCD formed an internal Racial Equity Change Team to support our DEI efforts. KCD is currently engaging in a strategic planning process with our stakeholders to further address our DEI goals and is seeking a qualified consultant to deliver additional training on specific DEI topics, in partnership with our Racial Equity Change Team.

The deadline for submittal of proposals is 5:00 PM, Pacific Time, September 15, 2023.

Applicants can find the official posting of this RFP on our website at kingcd.org/RFP-DEI.

Proposals should be emailed to the following email addresses by the deadline: Jessica.Saavedra@kingcd.org and Miranda.Smith@kingcd.org. Proposals may also be mailed or dropped off at the KCD office. All hard copy proposals must be sealed in an opaque envelope and clearly marked “All Staff Training – Diversity, Equity, and Inclusion.” The official clock for submissions is located at the District (address listed below).

All proposals and accompanying documentation will become the property of the District and will not be returned. Vendors accept all risks of late delivery of mailed proposal regardless of fault. Costs for developing the proposal in response to the RFP are entirely the obligation of the vendor. The work is estimated to take place over several months between late-2023 and mid-2024. The final scope and budget will be negotiated between the selected consultant and KCD.
RFP Mailing and Drop Off Address:
King Conservation District
Re: All-Staff Training - Diversity, Equity, and Inclusion
800 SW 39th St, Suite 150
Renton, WA 98057

This Request for Proposals includes the following sections:

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1. **DISTRICT BACKGROUND**

King Conservation District was founded in 1949 and operates as a governmental special purpose district under the authority of the State of Washington (Revised Code of Washington 89.08). The mission of King Conservation District is to promote the sustainable use of natural resources through voluntary stewardship. The District is governed by a 5-member Board of volunteer public officials who determine matters of policy and oversee the budget and management of the Executive Director. The Executive Director is the lead administrator coordinating day-to-day activities.

KCD’s funding comes primarily from rates and charges collected from residents of the District authorized by an Interlocal Agreement with King County.

KCD staff provide education, technical assistance, and funding within the District to achieve conservation goals set out in KCD’s Strategic Plan and Interlocal Agreement with King County.

KCD provides a range of natural resource improvement services including:

- Farm Planning, Agricultural Drainage & Community Agriculture
- Marine and Freshwater Shorelines Stewardship & Enhancement
- Forestry & Wildfire Preparedness
- Environmental Education & Engagement
- Member Jurisdiction Grants
- Regional Food System Grants
- General Finance & Administration

KCD achieves natural resource improvements by providing outreach to connect with people with natural resource concerns, education to train individuals to better steward their natural resources, technical assistance to provide access to natural resource technicians, and cost-share to overcome financial barriers.

KCD’s work is guided by science-based standards and Best Management Practices (BMPs) set by the Natural Resources Conservation Service (NRCS). Our operations are overseen by our board of supervisors and the Washington State Conservation Commission (WSCC). The KCD Advisory Committee also brings together regional stakeholders to provide input and guidance on our programming and efforts.

For 2023, there are approximately 34 full-time employees of the District, excluding seasonal workers. The Washington Federation of State Employees represents most King Conservation District employees.
2. OBJECTIVES

The purpose of this project is to provide additional DEI training for KCD staff based on staff feedback of training needs.

The District invites proposals from qualified consulting firms to:

- Design and facilitate 4-6 DEI training opportunities for all employees over the course of 9 months. The training topics should include fundamentals of DEI, community outreach, cultural competency, inclusive communication, and other topics related to DEI and natural resource conservation work to provide staff with knowledge to approach their work with a DEI lens.
- Trainings should improve KCD staff’s ability to evaluate their programs through an equity lens, engage diverse communities to participate in KCD programming, understand how to identify and address gaps in KCD programming, and improve the equity of program delivery.
- Trainings should also help KCD develop an internal culture of awareness and welcoming environment for diverse staff.

3. DISTRICT’S RESPONSIBILITIES

District staff will provide the consultant with all relevant information it has pertaining to the District and its operations. The District may provide additional documents and information as requested from the consultant.

4. PROPOSAL FORMAT

Proposals shall be a maximum of 12 pages, including any attachments, and include the following information:

1. Cover letter summarizing the proposal.
2. Scope of work (a description of the work program including a description of trainings, activities and time estimates for completing each element).
3. Description of the Project Team. The names, title and qualifications (resumes) of the proposed project manager and support staff who will be facilitating the trainings, including their experience and projects in which they had “hands on” responsibility.
4. Schedule of billing rates and an all-inclusive fee that includes associated costs (i.e. printing costs, attendance at meetings, travel).
5. A list of three (3) references for similar projects, including contact information.
5. BUDGET/CONTRACT

The District wishes to negotiate a contract with a “not to exceed” dollar amount of $22,000 based on a clearly defined scope of work. The selected consultant will be required to enter into a standard professional services contract outlining roles and responsibilities, scope, timelines and expectations of the parties.

6. SCHEDULE

The following is an outline of the selection procedure and a tentative time schedule:

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Date / Time</th>
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<tbody>
<tr>
<td>Release RFP</td>
<td>August 29, 2023</td>
</tr>
<tr>
<td>Questions about RFP due</td>
<td>September 8, 2023</td>
</tr>
<tr>
<td>Deadline for submission of proposals</td>
<td>September 15, 2023 / 5:00 p.m.</td>
</tr>
<tr>
<td>Proposal evaluation complete</td>
<td>Week of September 18, 2023</td>
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<tr>
<td>Contract award</td>
<td>Week of September 25, 2023</td>
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<tr>
<td>Work complete</td>
<td>June 30, 2024</td>
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7. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Staff expertise and overall experience of personnel assigned to the work.</td>
<td>20</td>
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<tr>
<td>Scope of work methodology – Approach to project.</td>
<td>25</td>
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<tr>
<td>Thoroughness and understanding of the tasks to be completed. Overall content quality.</td>
<td>15</td>
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<tr>
<td>Background and experience in diversity, equity, and inclusion training and coaching. Recent public-sector experience, preferably in a local government setting, conducting similar activities.</td>
<td>20</td>
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<tr>
<td>Cost</td>
<td>20</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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8. DISCRETION AND LIABILITY WAIVER

The District reserves the right to reject all proposals or to request and obtain supplementary information as may be necessary for District staff to analyze the proposals pursuant to the consultant selection criteria listed above. The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

9. CONTACTS

All communication concerning this RFP should be directed in writing to the RFP Coordinators listed below. Any oral communications will be considered unofficial and non binding on the District.

Jessica Saavedra
Senior Program Manager, Member Jurisdiction Grant Program
800 SW 39th St, #150
Renton, WA 98057
425-773-9065
Jessica.saavedra@kingcd.org

Miranda Smith
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Renton, WA 98057
425-773-5060
Miranda.smith@kingcd.org