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**L&I Small Employer Outreach Contracts**

**Fact Sheet**

**Funding opportunity: Contract with L&I to provide outreach to small businesses and nonprofit organizations**

**Contract program description**

The Washington [Department of Labor & Industries](http://www.lni.wa.gov) (L&I) oversees:

* Worker safety and health, workers’ compensation insurance
* Wage and hour requirements
* Construction-related licensing and registration
* Other worker and consumer protection laws.

Despite regular employer trainings, outreach events, and other efforts to educate Washington employers about workplace requirements, many employers aren’t aware of their L&I-related responsibilities.

In an effort to reach more employers with this important information, L&I contracts with organizations that have trusted relationships with small businesses and nonprofits (those with 50 or fewer employees) or have innovative ways to reach them. These contractors provide critical outreach and education about L&I requirements, resources, and services.

**Contract period and funding amounts**

L&I will have about $2,000,000 to distribute between multiple employer-trusted organizations beginning in December 2021. Funds provided will range from $5,000 to more than $100,000, based on the anticipated success of each contract in achieving program goals. **All contracted activities and deliverables must be completed by June 30, 2023.**

**Contract eligibility**

Eligible organizations include:

* Minority and other community-based organizations
* Business and industry associations
* Nonprofit associations
* Chambers of commerce
* Business assistance providers
* For-profit businesses
* Educators
* Other employer-trusted groups that have positive relationships with a subset of Washington employers

Organizations must be formally organized with state and federal identification numbers, and must be current on all regulatory and tax responsibilities.

**Request for Proposals**

L&I released a Request for Proposals (RFP) August 19, 2021, with proposals due September 28.

**To automatically receive notice of the RFP release**, register in Washington’s Electronic Business Solution Systems (WEBS), an internet-based portal, under the following Commodity Codes: 918-20, 918-27, 918-32, 918-35, 918-38, 952-85, and 962-58. If your organization isn’t already registered in WEBS, you can register at any time at:

<http://des.wa.gov/services/ContractingPurchasing/Business/Pages/WEBSRegistration.aspx>.

**Expected proposal requirements**

The RFP will describe what proposals are to include. Expected items include:

* Information about your organization (no more than three pages).
* A narrative about your proposal (no more than five pages), including:
  + Information about the employer audience you intend to target, the relationship between your organization and the audience, and details about how you intend to successfully engage the audience;
  + Performance data you plan to track; and
  + How you will evaluate success.

**Developing your proposal**

L&I’s overall goal with the contracting program is to significantly increase the number of employers that know about L&I requirements, and about the many tools and resources available to help them comply.

Through the efforts of our partnering contractors, L&I hopes to accomplish the following:

* Develop innovative ways to reach small businesses and nonprofits that are not easily reached due to language or cultural barriers, geography, lack of connection to business and industry associations, or other reasons, to improve awareness of L&I requirements and services.
* Develop new L&I partnerships with organizations statewide that serve the employer community, and help these organizations serve as ongoing resources to provide information and compliance assistance.
* Foster increased collaboration and trust between L&I, employer-supporting groups, and business and nonprofit communities.
* Increase employer use of L&I’s many tools, resources, and services provided to help them comply with requirements effectively and efficiently.

L&I’s interest is in contracting with partners who have existing relationships with the intended employer audience and who can create and deliver a program that measurably impacts the goals listed above, using the most effective delivery methods for reaching the intended audience. Delivery can include one-on-one meetings, presentations, trainings, mailings, mobile phone apps, social media, or other innovative, non-conventional methods. Proposals can include entirely independent delivery, or collaborative delivery with L&I staff and/or resources.

L&I is particularly interested in programs related to all the topics below, but will consider programs with a narrower focus:

* Worker safety and health requirements and Division of Occupational Safety and Health (DOSH) consultation services and resources;
* Workers’ compensation insurance payment requirements, injury claims basics, and return-to-work programs;
* Wage and hour laws, including minimum wage, overtime, equal pay, paid sick leave and other leave laws, youth\* and agriculture\*-related employment;
* Basic requirements for construction contractors.\*

*\*if applicable to the target audience*

**L&I reference materials that may be helpful in developing your program**

*Note: The list includes the document name and L&I publication number:*

* [Employer’s Guide to Workers’ Compensation Insurance](https://lni.wa.gov/forms-publications/search?group-translations=true&index=Forms_Pubs&pg=1&limit=20&query=F101-002-000) (F101-002-000)
* [Employer’s Return-to-Work Guide](https://lni.wa.gov/forms-publications/search?group-translations=true&index=Forms_Pubs&pg=1&limit=20&query=F200-003-000) (F200-003-000)
* [Independent Contractor Guide](https://lni.wa.gov/forms-publications/search?group-translations=true&index=Forms_Pubs&pg=1&limit=20&query=F101-063-000) (F101-063-000)
* [Wage and Hour Questions Employers Often Ask](https://lni.wa.gov/forms-publications/search?group-translations=true&index=Forms_Pubs&pg=1&limit=20&query=F700-150-000) (F700-150-000)
* [Teens at Work: Facts for Employers, Parents and Teens](https://lni.wa.gov/forms-publications/search?group-translations=true&index=Forms_Pubs&pg=1&limit=20&query=F700-022-000) (F700-022-000)
* [Agricultural Worker Overtime](https://lni.wa.gov/forms-publications/search?group-translations=true&index=Forms_Pubs&pg=1&limit=20&query=F700-215-000) (F700-215-000)
* [Guide to Workplace Safety and Health](https://lni.wa.gov/forms-publications/search?group-translations=true&index=Forms_Pubs&pg=1&limit=20&query=F416-132-000) (F416-132-000)
* [Consultation Services](https://lni.wa.gov/forms-publications/search?group-translations=true&index=Forms_Pubs&pg=1&limit=20&query=F417-209-000) (F417-209-000)
* [Construction Contractors: Steps for Success](https://lni.wa.gov/forms-publications/search?group-translations=true&index=Forms_Pubs&pg=1&limit=20&query=F625-115-000) (F625-115-000)

**What to expect if you are awarded a contract**

Contracted partners will be expected to create a program and deliver it to their targeted audience, or develop a product and put it to use with the targeted audience. How contracted partners do this is open for proposal. **All contracted activities and deliverables must be completed by June 30, 2023.**

In addition, contracted partners must:

* Participate in L&I training on employer requirements and resources. At least five hours – and potentially more – training will be required, based on the contractor’s experience, knowledge, and proposed program.
* Submit materials and/or products to L&I for review and approval. This includes printed literature, form letters or bulk emails, web content, PowerPoint or other presentations, scripts, videos, podcasts, and other items that are directed to target employers.
* Attend regular check-in meetings with L&I contract staff and provide quarterly progress reports during the contract period.

**WEBS and state contracting assistance is available!**

* **WEBS Customer Service support:**

360-902-7400  
[WEBSCustomerService@des.wa.gov](mailto:WEBSCustomerService@des.wa.gov)

* **Free assistance with creating proposals, budgeting, and contract language and requirements**: Procurement Technical Assistance Center (PTAC)

360-464-6043  
[www.WashingtonPTAC.org](http://www.WashingtonPTAC.org).

**Questions?**

If you have questions about this funding opportunity, contact:

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