



Notification of Request for Proposal

City of Olympia | Capital of Washington State

Public Engagement Process to Reimagine Public Safety

PURPOSE

The purpose of this request for proposal (RFP) is for the City of Olympia (City) to solicit proposals from qualified respondents with expertise in public engagement and data analysis to support the design and implementation of a participatory leadership approach to reimagining Olympia's public safety system.

This process will invite Olympia community members into a series of community conversations and small group discussions to learn what public safety means for Olympians; individuals' lived experiences; and barriers and opportunities to addressing bias and inequity in Olympia's criminal justice system. The goal is to identify solutions for reducing inequities, eliminating bias, and creating a public safety system that works for all, with an emphasis on Olympia's criminal justice system.

Response to this RFP does not commit the City to pay any costs incurred in the preparation of the response, demonstrations, or any other activities related to this response. All responses and accompanying documentation become the property of the City and will not be returned. This RFP does not obligate the City to contract for services or products specified herein. The City reserves the right to revise the RFP and/or to issue addenda to the RFP.

The deadline for submission of proposals is **5:00 pm Pacific Standard Time, Monday, April 26, 2021.**

BACKGROUND

The City of Olympia was incorporated in January 1859 and is approximately 21 square miles in area, has an estimated population of 52,770. With an economic engine anchored by state government, Olympia enjoys the benefits of a stable work force, engaged and educated community, and well-supported school system.

Throughout the past year, Olympia has experienced a significant and impassioned uprising in support of the City addressing systemic racism and oppression. Community members have sought action through protests, public statements and demands, poetry, art, and dialogue with City leaders. The Council recognizes that the City has played a part in causing harm through our systems, policies, and activities, and they affirm a dedication and commitment to dismantling racism and making Olympia a place in which every one of our residents feel safe, valued, treated respectfully and fairly, and able to thrive for generations.

To that end the City is taking steps to listen to residents, embrace discomfort and growth, and dedicate resources to equity and inclusion work to create long-term and sustainable change. The City established two full-time positions dedicated to advancing Diversity, Equity, and Inclusion, hosted a series of Town

Halls on Racial Justice, and launched a community-led process to establish a new Social Justice & Equity Commission for the purpose of dismantling institutional racism and all forms of oppression within our city government.

In September 2020, the Council also established an Ad Hoc Council Committee on Public Safety to help deepen the Council's understanding of the City's public safety system and identify policy and budget options that will reduce inequities, eliminate bias, and create a public safety system that works for all. And in November, they also reestablished a Police Auditor position to provide an independent review and audit of the Police Department's internal investigations.

Council has also directed staff to launch a Reimagining Public Safety community engagement process to inform future policy and funding recommendations to reduce inequities and eliminate bias within our criminal justice system. They directed that the process be broadly inclusive, with an emphasis on elevating the voices of underrepresented and marginalized community members, including individuals with lived experience from having been in or significantly impacted by the criminal justice system, and that it be led by the community.

A Participatory Leadership Approach to “Reimagine Public Safety”

Staff recommended, and Council approved using a highly participatory approach to reimagining public safety that uses methodologies and principles for engaging community members in learning about a complex issue, learning from one another, identifying shared values, and recommending community-supported actions.

This approach will be led by a Community Work Group (Work Group) made up of 10-12 community members. Over half of the workgroup members will identify as being from marginalized communities, with an emphasis on Black, Indigenous, People of Color, and individuals who have lived experience within or have been significantly impacted by Olympia's public safety system.

The role of the Work Group is to:

- Learn about Olympia's criminal justice system;
- Identify what community member voices and perspectives need to be included and elevated in this process;
- Outreach to and extend invitations to community members to be part of the conversations; and
- Develop actions and recommendations for City Council based on what they learn and hear from the community.

The process is slated to take approximately nine (9) months and will conclude with the Work Group delivering a recommendation to the City Council on what the community has identified are ways to create a public safety system that works for all. City Council will use this process and the final recommendations from the Work Group to guide policy and budgeting decisions for 2022 and beyond.

This process will also integrate the learnings and build off of the subsequent changes made in the Olympia Police Department since 2016, when an [Ad Hoc Committee on Police and Community Relations](#) made up of community members was formed to engage under-represented minority groups in a dialogue on policing practices, build trust amongst officers and community members, and seek input on police-worn body cameras.

DUTIES AND RESPONSIBILITIES:

The consultant(s) will contribute to the completion of the process to Reimagine Public Safety for Olympia. Success will look like:

- A process that was community-led, human-centered, broadly inclusive and representative of the Olympia community.
- A process that elevated the perspectives, expertise, and personal lived experiences of marginalized community members, with an emphasis on Black, Indigenous, and People of Color.
- Community members having engaged in authentic dialogue and learning with one another.
- Community members, Community Work Group members, City staff, and City Council all having a better and shared understanding of how our criminal justice system works.
- A shared definition of what public safety means for Olympians.
- Goals and strategies to reduce inequities, eliminate bias, and create a public safety system that works for all.
- Clear metrics for tracking and sharing progress.
- City Councilmembers, as listeners throughout this process, confident that the Work Group's recommendation reflects what was heard and learned from the community.
- Work Group members confident that their work is valued and will have influence on City planning and decision-making.

The City's Strategic Planning & Performance Manager will serve as the project manager and primary point of contact for the consultant team. The expectation is that the consultant(s) will work closely with the project manager, City staff representatives of the different parts of the municipal criminal justice system, and the Work Group throughout the process.

The consultant(s) will be responsible for the following:

1. Supporting the Community Work Group Members

Members of the Community Work Group will have been selected prior to the start of this work from a nomination process that sought community members with a variety of life experiences, perspectives, and knowledge. Selected members met a series of desirable characteristics, such as

being open-minded, collaborative, and committed to reflecting what they hear and learn from the community in their recommendation to Council. The role of the consulting team will be to:

- a. Support the Work Group in fulfilling their role, responsibilities, and objectives within the desired project timeline.
- b. Design and co-facilitate Work Group meetings with the project manager.
- c. Provide support and coaching to Work Group members in a work environment that will be highly visible, mentally, and emotionally challenging, and potentially trauma-inducing for members.
- d. Provide expert guidance, research/best practices, recommendations, and draft content and/or documents to support the Work Group in crafting their recommendations.

2. Designing and Facilitating Community Conversations

- a. Work closely with the project manager and Work Group to design and host a series of community conversations, focus groups, and online engagement opportunities. Provide expertise in meeting design, participant make-up, outreach methodologies, invitation language, and data/input collection.
- b. Intentionally tailor meeting designs to the participants; employ methods that create psychological safety for participants and are inclusive and equitable.
- c. Facilitate the meetings using creative, interactive, and human-centered approaches. Be prepared to facilitate virtually or in-person. In-person meetings may be used if the consultant team and City staff agree it will result in a better outcome and experience for participants and can be done in accordance with current Thurston County public health guidance and City policies.
- d. Help guide messaging and content for outreach, education, and meeting materials.
- e. Provide actionable insights and take-aways from the meetings and recommend adaptations to the design as needed.

3. Summarizing and Analyzing Public Input

- a. Collect input/data from community conversations, focus groups, online engagement too, and any other tool/platform used to collect community member input.
- b. Review, summarize, and analyze input for patterns, themes, and recommendations.

4. Producing Reports and Documentation

- a. Provide summaries, recommendations, and other content that can be shared with the Work Group, City staff, Council, and process stakeholders.
- b. Prepare and submit a final report with the Work Group's recommendations. Co-present with the project manager at least two (2) Ad Hoc Committee on Public Safety meeting, and two (2) City Council meetings.

IDEAL CANDIDATE

The selected consultant(s) will have:

- Experience working with government organizations on highly participatory engagement processes.
- Experience engaging with diverse stakeholders and community groups, including marginalized groups (with an emphasis on Black, Indigenous, and People of Color) in public process.
- Experience in addressing bias in data collection and analysis, and in using trauma-informed and equitable approaches to foster psychologically safe spaces for dialogue and learning.
- Adeptness at translating large amounts of information into actionable insights.
- A well-rounded portfolio of innovative project examples that demonstrate creativity, quality, and diversity in approaches and methodologies for seeking and collecting participants' input, experience, and expertise.
- A demonstrated desire and commitment to learn alongside and co-create this process with the project manager, members of the Work Group, and staff from the City's public safety system.
- A commitment to deeply listening to stakeholders, and a willingness to reflect and change direction or course correct as needed to ensure an inclusive and fully supported process.
- Excellent project management and relationship skills, and an ability to work cooperatively with diverse organizational and community stakeholders.
- Excellent written and oral communication skills.
- Ability to conduct this work virtually, in-person, or a combination of both, and in accordance with local and state public health guidance and requirements and City policies.

INSTRUCTIONS TO SUBMIT QUALIFICATIONS

The deadline for submission of proposal is **5:00 pm Pacific Standard Time, Monday, April 26, 2021.**

Proposals shall be submitted to the City by email to the RFQ Coordinator at radams@ci.olympia.wa.us. The proposal must be in Word or PDF format.

No faxed or mailed submittals will be accepted.

To obtain information, please visit either:

1. [City or Olympia Goods and services RFP/RFQs Page](#). If using this option, please review this page to verify any addendums posted are reviewed before submitting.
2. [Washington State's Electronic Business Solution \(WEBS\)](#). The Request for Qualifications can be found by in WEBS by searching:

Organization Name: Olympia, City of

-OR-

Customer reference number: OLY-RFP-005

For questions about this RFP, please contact the RFP Coordinator via email at radams@ci.olympia.wa.us.