



Metro Equity Strategy Program - Equity Baseline Workgroup Team Members

RFQu 14-2502

Metro Office of the Chief Operating Officer
600 NE Grand Avenue
Portland, OR 97232
503-797-1700

Procurement Analyst
Angela Houck
bidsandproposals@oregonmetro.gov

Notice is hereby given that applications for RFQu 14-2502 Metro Equity Strategy Program - Equity Baseline Workgroup Team Members shall be received by Metro, 600 NE Grand Avenue, Portland, Oregon 97232 until close of business on Monday, September 30, 2013. It is the sole responsibility of the applicant to ensure that Metro receives the statement of qualifications by the specified date and time. Applications may be mailed, delivered, faxed or emailed. Applicants shall review all instructions.

Application Equity Baseline Workgroup

I. INTRODUCTION

Metro seeks community organizations who serve and/or represent underrepresented communities and populations, including low-income families and communities of color, to apply for a grant focused on the development of Metro's Equity Strategy. The grants will support community organizations to work in partnership with Metro staff on the Equity Strategy Program.

Representatives from community organizations and Metro staff will work collaboratively as members of a workgroup to develop Metro's Equity Baseline, the first step in developing Metro's Equity Strategy. This includes the development and evaluation of the data and narrative components of the Equity Baseline report.

II. BACKGROUND

In 2010, the Metro Council adopted equity as one of the region's six desired outcomes and in 2011 initiated the development of an organizing framework to help Metro consistently incorporate equity into policy and decision-making. Metro is now launching a process to shape an agency strategy for advancing equity.

The strategy will build on understanding community needs to explicitly define how the agency will work to advance equity. This will be accomplished by first understanding how communities experience the region's outcomes *today* through the development of an Equity Baseline. **The baseline will consist of both quantitative and qualitative assessments of community need.**

The workgroup, tasked with developing the Equity Baseline, will receive direction and guidance from the Equity Strategy Program Steering and Advisory Committees. The final Equity Baseline report will be presented to Metro's Chief Operating Officer and Metro Council and will be used to inform the subsequent steps of Metro's Equity Strategy Program.

To effectively implement the Equity Baseline work plan there is a need to build Metro staff's capacity around evaluating equity as one of the region's desired outcomes. Staff does not currently have the expertise needed to develop and propose a **series of comprehensive equity indicators**. Metro does however, have the technical expertise to organize, manage and evaluate existing data sources once indicators are identified and selected.

Metro has committed to employing technical assistance contracts to pay for consultation from community organizations or individuals who can provide insight into how best to evaluate the region's desired outcomes through an equity perspective and who have an understanding of existing regional indicator efforts.

In addition to implementing the Equity Baseline work plan, this effort will serve as a pilot project to explore best practices in expanding and deepening community involvement and partnerships with Metro. Metro will engage the Public Engagement Review Committee (PERC) to monitor and assess this effort and to prepare recommendations on the structures, funding and other support needed to manage and sustain a long-term and coordinated model for community engagement in Metro's ongoing technical and policy work outside of the Equity Strategy Program.¹

This effort provides learning opportunities on how to build shared capacity with community partners and Metro staff, while also implementing the Equity Baseline work plan.

III. PROPOSED SCOPE OF WORK/SCHEDULE

Metro intends to award 6 community organizations with grants up to \$15,000 each to work in partnership with Metro staff on the development of the Equity Baseline.

Organizations may choose one of the following options to fulfill the requirements of the grant:

1. Identify existing staff to serve as an organization representative, OR
2. Create a paid organizational internship and recruit a qualified member or community stakeholder to serve as an organizational representative.

¹ The PERC convenes twice each year to review and help guide Metro's public engagement activities. The committee consists of public involvement staff from Clackamas, Multnomah and Washington counties, at-large community members and representatives of community organizations. Members are committed to community involvement and collectively represent the geographic and demographic diversity of the region.

Application Equity Baseline Workgroup

These organization representatives will work alongside Metro staff to:

- Identify and organize existing equity indicators that (1) meaningfully highlight systemic barriers to opportunity and (2) that measure the state of how communities and populations currently experience the region’s desired outcomes (identify inequities of outcomes).
- Identify measurement and data gaps with existing indicators and development of a feasibility assessment report that outlines the scale of effort needed to maintain the Equity Baseline over time (ID long-term resource needs for sustainable data collection and analysis).
- Assist with the completion of the equity baseline analysis, ensuring the quantitative assessment reflects and supports community experience through supporting qualitative evidence.
- Design and implement culturally responsive engagement approaches.
- Assist in building Metro staff capacity to develop and implement equity measurement and evaluation methods around issues related to the region’s desired outcomes.
- Build community partner capacity for long-term engagement in Metro’s Equity Strategy Program.

Deliverables:

1. A final Equity Baseline Report that provide insight into where there are inequities or disparities in how communities and populations within the Metro region currently experience the region’s desired outcomes.

Timeline:

September 30, 2013	Applications Due
Second week of October, 2013	Grants announced
Last week of October, 2013	Kick-off meeting
October 2013 – January 2014	Work sessions – regular meetings
January 2014	Final equity indicators (Advisory Committee Recommendations) and Accompanying feasibility assessment
February – July 2014	Work sessions
July 2014	Final Equity Baseline Report and Final recommendations from PERC

IV. QUALIFICATIONS/EXPERIENCE

Characteristics of a successful organization representative:

- Strong connection to their community
- Interest in policy development
- Willingness to take initiative
- Is able to draw the connections between quantitative assessments and community need
- Is able to help develop culturally appropriate engagement approaches
- Understands the impacts of institutional and structural inequities for communities in the Metro region
- Has experience and/or understands the barriers and challenges experienced by underrepresented communities

Application Equity Baseline Workgroup

V. APPLICATION INSTRUCTIONS

A. Submission of Application

Metro recommends application submission be emailed to bidsandproposals@oregonmetro.gov or faxed to 503-797-1791. However, the application can be mailed or hand-delivered and addressed to:

Metro Procurement Services
Attention: Angela Houck RFQu 14-2502
600 NE Grand Avenue
Portland, OR 97232-2736

B. All questions relating to this RFQu should be addressed to bidsandproposals@oregonmetro.gov by 3:00 p.m. on September 20, 2013.

VI. APPLICATION

To complete the application, please respond to each of the following questions, in no more than five (5) pages of written material (excluding biographies, resumes and brochures, which may be included in an appendix), describing the ability of the consultant to perform the work requested, as outlined below.

Organization Name: _____

Contact: _____

Title: _____

Mailing address: _____

E-mail: _____

Phone: _____

1. Organizational background: Please describe how your organization is uniquely suited to communicate the needs of the community you serve and has the capacity to do so, please include how your organization works to ensure community representation in leadership, board or staff positions.
2. Connection to equity work: Please describe your organization's connection and involvement in equity, social justice and/or environmental justice work.
3. Organizational capacity: Please describe how your organization will support your organizational representative.
4. Partnership development: Please describe how Metro should work with your organization in order to foster a successful partnership during this project.
5. Individual background: Please attach a resume or brief biographical statement that reflects the relevant experience for the person who will serve as your organizational representative.
6. Conflict of interest: Please describe any current contracts (paid or volunteer) your organization or organizational representative(s) have with Metro. Members of Metro's Equity Strategy Advisory Committee are not eligible to serve as organizational representatives on the Equity Baseline Workgroup,

VII. SELECTION CRITERIA

Applications will be reviewed by a selection committee and selection will be based on the following criteria (*Maximum 100 points*):

- Degree to which the community organization's work with low-income families and/or communities of color can help inform the project. (*25 points*)
- Demonstration of strong relationships with community members or populations the organization serves or represents, including a commitment to including community representation in leadership, board or staff positions. (*40 points*)
- A clear plan for how the organization will support a designated organizational representative. (*25 points*)
- Clear explanation of how Metro can foster partnerships with the organization and/or membership. (*10 points*)