



State of Washington
Department of Health
REQUEST FOR QUALIFICATION AND QUOTATION
RFQDOH25-004C

PROJECT TITLE: Facilitator: Environmental Justice Participatory Budgeting Design Project

PROJECT DESCRIPTION: The State of Washington, Department of Health (DOH) Office of Environmental Public Health Sciences (OEPHS) is seeking a qualified contractor **to facilitate the design of a *participatory budgeting process***. The 2023-2025 state budget allocated funding for community informed budgeting (ESSB5950 section 222(124)(a) of 5950-S.PL) following a recommendation from the state Environmental Justice Council to address decarbonization and climate resilience in overburdened communities. OEPHS plans to initiate this process by focusing on youth pilot projects in three of the priority communities. To prepare for the youth pilot participatory budgeting projects, OEPHS will convene and compensate a Steering Committee of 9-12 young people aged 16-25 to work with the bidder to define decarbonization and climate resilience at the community level and design the participatory budgeting pilot. It is expected that the Steering Committee will convene over a 4-month period (between February 2025 and May 2025) in 10-15 sessions virtually and/or hybrid.

BIDDER ELIGIBILITY: The State of Washington, Department of Health (DOH) Office of Environmental Public Health Sciences (OEPHS) is seeking a qualified contractor **to facilitate the design of a *participatory budgeting process*** with an approximate total of 9-12 youth aged 16-25 from overburdened and underserved communities in Yakima County, East Central neighborhood in Spokane, and Tacoma.

PERIOD OF PERFORMANCE: The period of performance of any contract(s) resulting from this RFQQ shall be approximately January 1, 2025 through June 15, 2025. Amendments extending the period of performance, if any, shall be at the sole discretion of DOH.

AVAILABILITY OF DOCUMENTS: The RFQQ, along with any amendments and bid results will be available only through Washington’s Electronic Business Solution (WEBS). All interested Bidders must be registered with WEBS under at least one of the following commodity codes in order to receive automatic notifications:

918-06	Administrative Consulting
918-27	Community Development Consulting
918-32	Consulting Services (Not Otherwise Classified)

918-67	Human Services Consulting
918-92	Urban Planning Consulting
924-05	Advisory Services, Educational
924-64	Partnering Workshop Facilitation Services
926-72	Planning and Advisory Services, Environmental
952-22	Community Service Campaigns (Anti-Litter Programs, etc.)
952-24	Cultural Administration and Promotion Services
952-77	Research and Evaluation, Human Services
961-05	Arbitration, Mediation, Alt. Dispute Resolution Services
961-10	Business Plan Development Services
961-28	Economic Development, Domestic and Foreign
961-56	Program/Project Development / Management Services
961-58	Negotiation Services
962-58	Professional Services (Not Otherwise Classified)

PROPOSAL DUE DATE: 2:00 p.m. Monday, December 9, 2024.

ELECTRONIC BID RESPONSES ONLY: Bid responses will only be accepted electronically via Email/Email Attachment to bids@doh.wa.gov.

Small, Minority, Women, and Veteran-owned firms are encouraged to submit bids.

Closing Date:

2:00 p.m. Monday, December 9, 2024.

Organization:

Washington State Department of Health

Point of Contact: The Solicitation Coordinator is the sole point of contact in the DOH for this solicitation. Upon release, all communications in regard to this solicitation shall be directed, via email, to the Solicitation Coordinator or their designee as follows:

Name	Laurelle Lee, Solicitation Coordinator
E-Mail Address	Bids@doh.wa.gov
NOTE: <i>Include the Solicitation number 25-004C RFQQ in the email subject line on all correspondence.</i>	