



Washington State Department of
Labor & Industries

Bidders Conference – RFP K4714 Small Business Outreach Contracts

Celia Nightingale, Small Business Manager
Mo Tabor, Small Business Outreach Contracts Coordinator

Small Business Outreach Contracts

- Contracts program funded through legislation
- Help small employers learn about L&I requirements, resources and services
- Will contract with employer-trusted organizations for COVID-19 related outreach, education & assistance to small employers
- \$250,000 for 2019/2021 biennium
 - Multiple contracts from \$5K - \$75K+
 - Projects must be completed by 6/30/2021

L&I Contract Program Goals



Through the efforts of partnering contractors:

- Increase small employer knowledge & compliance with L&I requirements related to COVID-19
 - Particularly with employers not easily reached due to geography, language or cultural barriers, industry, employer's lack of business and industry connections, etc.
- Develop new partnerships statewide
- Foster increased collaboration between L&I, contractors, and employers
- Strengthen trust between L&I and employers and increase use of L&I's tools resources & services
- Positively impact the health of business customer and nonprofit constituents



Washington State Department of
Labor & Industries

L&I Small Business Office

**"Wholesale"
SB Outreach
& Education**

**"Retail"
SB Outreach
& Education**

**Internal
Education &
Advocacy**

**WA Small
Business
Liaison Team**

**Small Business Outreach
Contracts Program**

**Contracts
Management**

**Customer &
Legislative
Inquiries**

**Improvement
Projects**

Contract Requirements

Contracted partners develop a program or product that educates employers about L&I's COVID-19 related requirements

- Education
- Tools
- Assistance to small business and nonprofit organizations
- Other?

Required for all contractors

- Participate in 4+ hours of training from L&I
- Self-education through L&I's website, the Governor's reopening guidance website, and other materials
- Have all your materials and products approved by L&I
- Create a Milestone Budget Schedule
- Complete Data Tracking
- Provide quarterly (or monthly) reports, including relevant metrics and invoices

Proposal Requirements

- Organization information (3 pages or less)
- Proposal narrative (5 pages or less)
 - Proposed activities and timeline (completed as quickly as possible, no later than 06/30/21)
 - Target audience and how you'll reach them
 - Metrics – what you'll track and how you'll measure success
 - Amount of funding request and planned use of funds
 - Longer-term outcomes, if any

Proposal Requirements cont.

- Attachment B: “Certificates & Assurances,”
 - Page 13 ~ important information
 - Page 14 ~ wage theft prevention
 - Page 15 ~ worker’s rights
- Submit via email to K4714@lni.wa.gov
- Submit by September 28, 2020, 11:59 p.m. PST

Proposal Evaluations

- Overall strength & quality of the proposed program
- Alignment with L&I RFP goals
- Bidder's ability to positively impact target employers and their employees
- Use of creative approaches
- Best value for the money

Estimated Contract Timeline & Next Steps

- Q&A period : September 1-21, 2020
- Bid due date: September 28, 2020 (11:59 p.m.)
- L&I notifies bidders: November 2020
- Executes contracts: November 2020
- Contract start date: To be determined
- Contract end date: No later than June 30, 2021

Your Questions?

