

Request for Proposal: Washington State Democratic Party

PO Box 4027 Seattle, WA 98194 (206) 583-0664

Project Name: *Breaking Institutional Barriers in the Washington Democratic Party*

Project Description:

The Washington State Democratic Party seeks to elect candidates up and down the ballot who reflect the diversity of the state, and well as make certain that party leadership at all levels reflects that same diversity. To that end, we wish to recruit local party Precinct Committee Officers (PCOs) who share this goal and who also reflect the diversity of their Local Party Organization (County or Legislative District). We also wish to elect diverse LPO and State Leadership at our biennial reorganization meetings in December 2020 and January 2021.

Next, we want to make certain our 2021 Rise and Run Program to elect local officeholders is focused on BIPOC, disabled, and LGBTQ candidates throughout the state, especially in areas of the state that have been historically underrepresented. Finally, we would like recommendations to local and state policies and processes that create institutional barriers for participation, leadership, and election to office for BIPOC, disabled, and LGBTQ candidates.

The RFP serves to establish estimated costs and suggested work plans to:

- 1) Survey the current PCO universe to understand baseline demographics and opportunities for change, then create programs to target, recruit, and elect and retain diverse PCOs and leadership within Legislative District and County Democratic Party organizations.*
- 2) Survey the current LPO and State Party leadership to understand baseline demographics and recommend opportunities for change in policies and processes during our biennial reorganization.*
- 3) Review local, state and federal party policies and processes that create institutional barriers to participation and leadership and recommend changes.*
- 4) Review the current Rise and Run program and recommend changes for 2021 that would increase the number (and potential election of) diverse candidates for local office.*

Procurement Contact Person: Tina Podlodowski, Chair

Email Address: tina@wa-democrats.org

For document transmission, please attach PDFs, MS Word Docs, or scans to email.

1. Background/Introduction/Definitions

The Washington State Democratic Party (WSDP) and the Washington State Democratic Central Committee (WSDCC), the operational organization and governing body, respectively, for the

Democratic Party in Washington State is seeking vendors to work with the State Party, and local Legislative and County Parties to elect diverse bodies of Precinct Committee Officers.

Precinct Committee Officers elections occur on August 4, 2020, and subsequent unfilled seats can be filled through local party appointment processes. Each local party may have a unique appointment process.

State Party and Local Parties complete reorganization elections December 2020 and January 2021, culminating in the State Party elections at the end of January. PCOs elect Chairs, Vice-Chairs, and State Committee Members within Local Parties and these State Committee Members (two per County and Legislative District) elect the State Party leadership, including most of its Executive Committee, and its Chair, Vice-Chair, Secretary, and Treasurer.

Each Local Party and the State Party are governed by policies, by-laws and charters, including the National Democratic Charter, which may unintentionally create barriers to participation by marginalized communities.

The Rise and Run program exists to train and assist candidates running for office by offering a free, online training program that teaches all the components of campaigning. The program is accessed [here](#).

This RFP must be returned by 4:00pm PDT, on Friday, August 28th.

2. Project Goals and Scope of Services

Party reorganization processes provide an opportunity to reelect current leaders and elect new leaders. Recruiting and electing PCOs and leadership who reflect the diversity of the state should result in a more diverse party from the grassroots to the leadership to candidates to elected officials.

The vendor will begin with an analysis of what local parties have unfilled PCO seats and work with local parties to recruit and appoint candidates. This analysis work should be completed by the end of September with recruitment work and bi-weekly reporting to the State Party from September to December.

The vendor will continue this work after PCOs are selected to usher potential members and leaders through Local Party and State Party reorganizations while analyzing existing rules and bylaws and charters to determine what barriers to entry and participation exist.

Finally, to further recruit, train, and support diverse candidates, the vendor will make recommendations for changes to the Rise and Run program, including the website content and recommendations for recruitment.

The total vendor budget for this project is \$40,000.

3. Anticipated Selection Schedule

Responding vendors will be notified by Tuesday, September 4th of assignment of contract.

4. Time and Place of Submission of Proposals

This RFP is to be submitted to **tina@wa-democrats.org**. Documents may be attached as PDFs, MS Word documents, or scans of documents. In the subject line, please state "WSDP Breaking Barriers RFP Response."

5. Elements of Proposal:

Please answer the following questions about your proposal and they will be scored as follows:

- 1. Please describe in a short narrative how you will gather data on unfilled PCO positions. (20%)*
- 2. Please describe how you will target local PCO recruits, as well as how you will work with local parties to identify and appoint these recruits. (20%)*
- 3. Please tell us of you experiences recruiting diverse candidates for office. (20%)*
- 4. Please tell us of any sort of similar work you have performed previously. (20%)*
- 5. Please tell us about your firm and staff, and general capabilities. (10%)*
- 6. Please provide at least two client references. (10%)*