REQUEST FOR QUALIFICATIONS ADDENDUM

4CULTURE CAPACITY BUILDING AND TECHNICAL ASSISTANCE PROVIDERS FOR NETWORK OF SUPPORT CONSULTANT DIRECTORY

This addendum summarizes responses to questions for this Request for Qualifications, submitted through Tuesday, April 1, 2025.

1. **I'm a consultant, currently working with a 4Culture grant recipient. Can I apply to be a consultant for the Network of Support directory and be considered for a capacity builder role, if I continue to work with this organization?**

    Yes, you are welcome to apply. You will still be eligible for consideration for a capacity builder role as you continue to work with this organization.

2. **Are small businesses that are not non-profits eligible to apply?**

    Yes, small businesses that are not non-profits are eligible to apply.

3. **For the three references request, are you requesting previous client references? Or are you looking for King County references?**

    For references, we are looking for people to whom you have provided services, so yes, previous clients would be great. They should be able to speak to the services that they worked on with you. They do not necessarily need to be based in King County.

4. **Do applicants need to live in King County to apply?**

    Applicants do not need to live in King County to apply. Narrative Question #5 requires applicants who are located outside of King County to provide a brief description of their connection to and understanding of King County's cultural organization needs.

5. **Are accounting/tax/financial services needed?**

    Yes, we have heard of the need for tax and financial services and consultation. In the application, for the Summary Questions, these would fall under the category of "financial planning and/or strategy."

6. **If I live away from the area and am open to remote consulting or engagements that include travel coverage, am I eligible to apply?**

    We require that while some of the work described may be provided remotely, qualified applicants must also be willing and able to travel to areas in King County to provide capacity building and technical assistance services if desired by the organizations served. Contracted services paid for by 4Culture do not cover travel expenses. As organizations make selections to work with consultants, they may decide to either work completely remotely and/or make additional arrangements with you to cover your travel should they decide to meet with you in-person.

    You are therefore eligible to apply, but please note the caveats mentioned above.

7. **If selected, would this bar my nonprofit organization from applying to 4Culture grants?**

    No, this would not bar your nonprofit organization from applying for 4Culture grants. Once selected, our Conflict of Interest form will ask you to declare any affiliated organizations and notes that you would not be assigned to provide services for any of these organizations.

8. **What is the word length for the narrative questions? The guidelines state 500 to 600 words, but the application requests 500 or less.**

    The narrative questions have a "3,000-character limit."

9. **Is there funding from 4Culture for organizations to use capacity builders and technical assistance providers on the directory?**

    Yes, 4Culture is developing a program for some of its awarded organizations to use free services, paid for by 4Culture directly, on the Network of Support Consultant Directory.

10. **Is it possible for one firm to apply with the intention of subcontracting to other firms?**

    Yes, a single firm can apply as the lead contractor and then subcontract with other team members. In the application, under the Summary Questions, question #3 asks for the names of your team members. Required support materials include resumes or tailored bios (not more than 2 pages per resume) for the principal people who will be providing the capacity building and/or technical assistance described in the application. Once selected, the contract will include that the lead contractor is required to comply with state, federal, and local legislation requiring nondiscrimination in employment and the provision of services to the public, including, but not limited to subcontractors. The contract also will stipulate record retention requirements for all written quotes, bids, estimates, or proposals submitted to the lead contractor by all businesses seeking to participate in the services provided.

11. **When you say provide resumes for the "principal" consultants, does that mean whoever on our team manages that flow of work? Or should I submit resumes for myself and any others who would be providing services?**

Please provide the resumes for the individual team members who will be providing the services and working directly with the organizations.

12. **I reviewed the list of services and am wondering if there might be an interest in data coaching, data analysis, program evaluation support?**

Yes, we did hear interest in evaluation support. For the list of services in the Summary Questions, please indicate which areas your evaluation services might help further (i.e. for strategic planning purposes, or for interpretive planning purposes, etc.).

13. **Is there a limit or recommended number of people to list within our application?**

There is no limit or recommended number of people to list within your application.

14. **Can you give more context on the Summary Question related to disciplines in the application? What do I do if none of the four disciplines apply to my field?**

The four disciplines align with the disciplines of organizations funded by 4Culture:

- **Arts:** includes organizations focused on creative place-making, cultural festivals, dance, design, film, folk and traditional arts, literary arts, multidisciplinary arts, music, theater, and visual arts.

- **Preservation:** includes organizations focused on advocacy or assistance to preserve, promote, and sustain historic places; education about our historic built environment; or stewarding historic properties that serve as a venue for cultural activities.

- **Heritage:** includes organizations focused on the preservation and transmission of local history; ethnic history; Native cultures; folklore and intangible cultural heritage; and historic and archaeological resources.

- **Science:** includes organizations focused on natural and social sciences, characterized by a formalized framework that entails the reproducible testing and revision of falsifiable ideas based on observable facts, as well as formal and applied sciences, such as mathematics and engineering. Applicants that are zoos or aquariums must also be accredited by the Association of Zoos and Aquariums.

We are interested in knowing if you have experience working with any past clients within those fields. If you don't specifically work with organizations that fall in any of these disciplines, you don't have to choose one and there will be no disadvantage.

15. Can I apply to be a consultant if a nonprofit that I work for as an employee is a recipient of a Sustained Support grant? Or if I have been a previous 4Culture grantee?

Yes, you are welcome to apply.

16. Will chosen capacity builders be engaged with more than one organization or project at a time?

Yes, it is possible for chosen capacity builders to be engaged with more than one organization. 4Culture will help match organizations with capacity builders. It will be up to the capacity builder to determine if they can take on more than one client organization.

17. How will it work if firms are applying with more than one consultant or coach on their team?

If you are a firm, you can include multiple consultants and coaches in your application. Please list them with their skillsets accordingly in the application. If selected, the firm will work with the client organization to determine which team members make sense for its needs and scope of work.

18. What types of support are you looking for when it comes to technical assistance providers?

Technical assistance providers will provide grant writing assistance for Launch and Building for Equity grant programs.

Other roles under this application include coaches and mentors who come alongside leaders and help them navigate challenges and opportunities and consultants who work with organizations to develop plans, improve systems, or build tools. These roles may work with organizations to better their operations or to advance a community or cultural facilities capital project.

19. How do you calculate years of experience?

You can use cumulative times between working in an organization and serving as a consultant.

20. What is the timeline for providing services?

Technical assistance grant writing services follow the timeline for the application windows of the specific grants. Launch and Building for Equity: Project Development grants have August due dates, so we can expect a summer window for supporting those applicants. Building for Equity has two additional grant due dates, one in November and one in April.

Eligible organizations working with coaches, mentors, and consultants can do so during any time over their three-year grant contract period. We anticipate that work to be ongoing and year-round.

21. **I'm a coach. My work falls into the Equitable Development Initiative, health and well-being space. Would that be a fit for science or not a fit for this Request for Qualifications?**

The Summary Question related to discipline in the application refers to whether you have experience working with any past clients within those fields. If you don't specifically work with organizations that fall in any of these disciplines, you don't have to choose one and there will be no disadvantage.

Coaches and mentors who foster well-being for organizational leaders are welcome to apply.

22. **Approximately how many organizations will be serviced through the Network of Support?**

We will be learning a lot about organizational use of the Network of Support as it first launches. Currently, we are planning for around 200 organizations to receive initial support in its first three years.

23. **Will there be an opportunity to work collaboratively with other selected consultants?**

There will be a mixer to connect selected consultants, as well as a mixer to connect consultants with organizations. The mixers provide opportunities for relationship building and exploration of potential collaborations.

24. **What will be the onboarding process?**

The mixer for consultants will entail onboarding with 4Culture values, program goals, and administrative needs. We also will provide an onboarding guide.

25. **How do the programs differ between 4Culture and the City of Seattle Equitable Development Initiative?**

4Culture is planning to start contracting with selected consultants and matching them with organizations. The City of Seattle is creating a vendor list for potential future work.

With 4Culture, we anticipate there will be more organizations focused on organizational sustainability. Whereas the organizations working with the City of Seattle Equitable Development Initiative are focused on capacity building for capital projects. One of the reasons we are combining efforts is because capacity building occurs on a spectrum from capital needs to organizational operations.

26. Are the evaluation reports designed and distributed by 4Culture?

Yes, 4Culture will provide evaluation reports, which will mirror goals laid out in the initial letter of agreement between the consultant and the client organization. If you use additional evaluation as part of your consultant practice, you are welcome to integrate that into your work with the clients and we look forward to seeing it and learning from you.

27. How will contracts work? And once on the directory, would we need to apply to support grantee inquiries? How do we determine the scope of work?

If selected, consultants will contract directly with 4Culture. The contract will contain an annual budget stating the maximum amount 4Culture will pay the Contractor in any year for Services under the Contract (currently capped at $40,000/year for now). As you engage with an organization, after 4Culture has confirmed the organization's eligibility, you will complete a letter of agreement with the organization. 4Culture will review and authorize the work. You will then be able to submit payment requests to 4Culture for hours worked with the organization.

As the services will be requested by cultural organizations on an as-needed basis, no compensation is guaranteed, and the final amount of compensation depends on the total number of approved and completed hours properly invoiced to 4Culture.

28. When an organization is interested in services, do they reach out to 4Culture or to the capacity builder directly?

We anticipate that organizations may reach out to 4Culture for help finding a capacity builder, or that they may reach out to capacity builders directly. Excitedly, information about all selected capacity builders will be featured on an online Resource Library Network of Support Consultant Directory, publicly available to all.

29. Is it all right if my work with an organization results in referring them to other providers for service? And if so, how should payment for those services occur?

Yes, if within the course of your work with an organization, you need to refer them to another vendor, you can do that. You would need to work with the organization and potentially 4Culture to determine who pays for these additional services. The organization could pay for them directly. If eligible, 4Culture could pay for them. You could also enter into a subcontract agreement with the vendors to pay them, if that is part of your practice.

30. How should we approach the question, "Are there particular cultural communities in King County that you work with often or have connections to? If so, please describe."

We use a broad definition for "cultural community," which could entail specific cultural disciplines, ethnic and racial communities, language communities, geographically connected communities, and more. We are interested in learning the depth and breadth of

an applicant's experience, so please be specific about your connections and consider sharing more of a narrative description over a list.

31. Are there services that are most in demand? How can I best position myself to support the organizations?

We will be learning a lot about organizational use of the Network of Support as it first launches and are planning to track service requests and usage over time. Participating in consultant and organization mixers will help build relationships and learn of needs. There also will be the opportunity to update consultant profiles on the online Resource Library Network of Support Consultant Directory as appropriate.

32. I am a little surprised or not quite understand the necessity of team members. Is that a "must"? Or is it just something nice if possible?

We welcome solo consultant service providers, and you do not need team members to apply.

33. Can you choose more than one discipline to consult in?

Yes, you can indicate multiple categories of capacity building services you are interested in providing. In addition, you can indicate multiple disciplines (whether arts, heritage, preservation, or science) that your team members have experience in.

34. The application includes a question about technical experience and gives examples related to specific software. Could you say more about the need to use software as part of consulting services.

For technical experience, we are taking a broad approach when we think about technical experience, which could refer to expertise or skills such as strategic planning, human resources, wellness guidance, and more, beyond technology-related expertise.

35. If someone has more corporate experience than community-based experience, is that still valuable? Similarly, if someone has experience within government finance, is that a valuable transferable skill?

Yes, it is valuable to bring cross-sector experience and skills. You will want to indicate how they are transferable to the application criteria, which especially speak to work with small, community-led organizations.

36. How will organizations access the Network of Support? Is it open to all Doors Open recipients?

Selected consultants will have profiles featured on an online Resource Library Network of Support Consultant Directory, which will be accessible to organizations receiving 4Culture support as well as to the public. Additionally, 4Culture has funding support for prioritized

organizations to receive free services. For current Sustained Support awardees, these are organizations with average annual expenses over the last 2-3 years under $300,000 and qualifying geographic and equity investments. Additionally, certain Launch and Building for Equity awardees will be eligible for free services through 4Culture. Lastly, we will have a process for any current 4Culture Sustained Support awardees who are experiencing emergency crises or transformational opportunities to apply for free services through the Network of Support.

37. Will a consultant be excluded from receiving 4Culture grants if selected?

No, being selected as a consultant for the Network of Support does not make you ineligible for applying to 4Culture through its grant programs.

38. How many consultants are you looking for?

We do not have a set number of consultants that we are looking for through this application process.

39. How will consultants be listed if they have multiple areas of expertise?

Selected consultants will complete a profile form to highlight their experience and areas of expertise on the Resource Library Network of Support Consultant Directory. The profile form will enable you to highlight multiple aspects of your work.

40. Is there a preference for applications by joint team members or individuals?

There is no preference.

41. I am part of a consortium but will be applying as an individual. Should I mention that in my application, and should they include my bio in their application? Is it acceptable to apply as an individual and as a team?

We will be evaluating both teams and individuals by how they meet the criteria, as we look for quality capacity builders, whether teams or individuals. In this light, you can include information in your application that best responds to the criteria. If you apply as an individual and as part of a team, you will want to indicate how you best respond to the criteria in each scenario as part of your applications.

42. I currently serve as a technical assistance provider to 2-3 community organizations. Is there a conflict or cap with what hours will be given to someone with my consultancy?

Our Conflict of Interest form will ask you to declare any affiliated organizations and notes that you would not be assigned to provide services for any of these organizations. Our current contract indicates that compensation for 4Culture approved and confirmed services shall not exceed $40,000 per calendar year.

43. Will 4Culture have technical assistance materials or is that up to the consultant?

4Culture does not have existing curriculum, templates, or tools for consultants to use with organizations. There may be a future opportunity for selected consultants to provide 4Culture-hosted workshops or trainings where such materials may be developed.

44. What discipline do you need the most consultants for now?

While we are interested in knowing if you have experience working with any past clients within the listed disciplines (arts, heritage, preservation, science), if you don't specifically work with organizations that fall in any of these disciplines, you don't have to choose one and there will be no disadvantage.

Currently, 4Culture does support more arts organizations, but there is need across all four disciplines.

45. What is the word length for the list of references?

The reference listing has a "255-character limit." If necessary, please shorten or remove "titles" to help with the character limit.

46. How detailed would you like the comparable past projects? Is that one page each or three in one page?

We are looking for a list, not a narrative description. Listing three in one page works well.

47. How much time will applications be given by reviewers?

We will have four selection panels to give ample time for review of each application.

48. Do we need to add demographic information to our profile?

Responses to the demographic information questions are voluntary and optional. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for position, or to anyone else who can affect your application. The information is being requested for the purposes of aggregate tracking and evaluating 4Culture's efforts to expand its applicant pool.

49. Can we submit the same responses for 4Culture and City of Seattle Equitable Development Initiative applications?

Yes, you can submit the same responses. There may be differences in the formats for applying between the 4Culture and City of Seattle application portals. 4Culture and the City of Seattle will have a joint review process.