



Seattle
Office of Immigrant
and Refugee Affairs

Rapid Response 2025
Community Education

**REQUEST FOR PROPOSALS
GUIDELINES**

Purpose and Background

Mayor Harrell has made it a priority to stand with immigrant and refugee communities, ensuring that Seattle remains a city of protection and opportunity. In alignment with this commitment, the City Council took action in May 2025 by adopting Resolution 32168, which states: “the Council commits to drafting and considering an amendment to the 2025 Adopted Budget that would add at least \$300,000 to the City of Seattle Office of Immigrant and Refugee Affairs (OIRA) to respond to emerging needs as unwarranted and inhumane immigration enforcement continues to escalate.” In July 2025 the Council passed an amendment adding one-time funding in the amount of \$300,000 to OIRA.

Eighty thousand (\$80,000) of this one-time funding is being dedicated to community education. OIRA is seeking to enter into a one-time contract with nonprofit organization(s) to provide **Know Your Rights (KYR) presentations, community information sessions, and/or workshops/webinars** designed to offer resources, educate, and empower immigrant and refugee communities in Seattle.

The intent of this funding is to increase community awareness of immigration-related rights through multiple one-time workshops, intended to serve at least 35 attendees, on urgent and relevant topics to immigrant communities. This program intends to serve multiple Seattle-area communities, including newly arrived residents who live and work locally, and families with children in Seattle schools.

Scope of Work

The successful bidder(s) shall be responsible for developing, hosting, and evaluating community education events designed to increase immigrant communities’ knowledge of their legal rights and available resources.

Specifically, grantees are expected to fulfill the following scope of work:

1. **Select Event Topic**

- Deliver education on topics that are relevant and timely to immigrant communities in Seattle. Potential topics may include, but are not limited to:
 - Recent or pending changes in immigration law and policy
 - Immigrant community safety and interaction with law enforcement
 - Employment of immigrants, self-employment, immigrant workers’ rights and protections
 - Immigration status and tenant rights
 - Immigrant eligibility for public benefits
 - Immigrant eligibility for driver’s licenses and state identification
 - Issues impacting immigrant-owned businesses

2. **Plan and Host Event(s)**

- Organize and host Know Your Rights (KYR) presentations, workshops, webinars, and/or community information sessions.
- Ensure each event includes the following required components:
 - Event hosting and logistics (venue/virtual platform management, accessibility arrangements, interpretation as needed).
 - Community outreach and promotion to secure participation from the focus audience.

- Secure a qualified speaker or subject matter expert (may be from outside the organization). OIRA can support speaker recruitment by request.
3. **Obtain Event Approval**
 - Submit event details, including agendas and proposed speakers (including relevant qualifications), to OIRA for approval prior to the event.
 4. **Identify Focus Audience & Outreach**
 - Identify a clear focus audience for each event (e.g., specific immigrant communities, language groups, or impacted populations).
 - Prioritize communities most impacted by immigration enforcement and/or recent policy changes.
 5. **Offer Cultural & Linguistic Competence**
 - Provide services that are culturally responsive and linguistically accessible, including offering interpretation for the event participants and translated materials as appropriate.
 6. **Track & Report**
 - For in-person events held in a location in Seattle: Track and report to OIRA the number of events, number of attendees, and languages served.
 - For virtual events: Collect registration data, including participants' ZIP codes, to confirm a minimum number of attendees are Seattle residents, workers, or students.

Funding Details

- **Total Funds Available:** Up to \$80,000 (one-time funding)
- **Contract Period:** November 1, 2025 – October 31, 2026. Proposed event(s) have to take place in the timeframe.
- **Funding Structure:** Each event will be compensated at a flat rate of \$3,500 per event. To qualify for payment, each event must have a minimum of 35 attendees.
- **Number of Events Funded:** Funding is available for up to 22 events. RFP applicants may be awarded funding for none, one, or multiple events depending on OIRA's review and available funds.

Who Should Apply?

Eligible applicants must meet the following minimum qualifications:

- Be a nonprofit organization with a 501(c)(3) status or have a fiscal sponsor with a 501(c)(3) status.
- Have an office(s) located within Seattle or King County.
- Have demonstrated experience in providing services, education, or outreach to immigrant communities for at least three years.
- Have the ability to reach impacted immigrant and refugee communities (e.g., through established relationships, language capacity, or community partnerships).

- Have experience organizing and facilitating community workshops, trainings, or public education events.

Focus Audience

Immigrants and refugees who live, work, go to school, or own businesses in Seattle with priority given to immigrant groups whose status is impacted by changes in immigration laws, policies, or practices. Event eligible attendees can also include service providers who service Seattle residents.

Submission Instructions

- Proposals are **due 5:00 PM PST on September 17, 2025.**
- **Applications must be received in PDF format via email to:** OIRARFP@seattle.gov

RFP Process Timeline

Sept 3, 2025	OIRA publicly releases RFP.
Sept 8, 2025 4-5PM PST	Q&A session for potential applicants via Zoom https://us06web.zoom.us/j/85188430663?pwd=n9Q5PZRcgdDqNJhHxdJxahy6mAfbhA.1 Meeting ID: 851 8843 0663 Passcode: 552427
Sept 17, 2025 5PM PST	Applications due via email to OIRARFP@seattle.gov
Oct 1, 2025	OIRA announces funding decisions.
Oct 2-31, 2025	Contract negotiation processes with successful applicants.
Nov 1, 2025	Organizations begin contract period.

Proposal Checklist

A complete RFP application must include the following:

- Proposal cover sheet (included in this packet).
- Copy of your organization or fiscal sponsor's IRS 501(c)3 letter.
- Proposal narrative (maximum 2 pages).
- A budget is not required- all events will be funded at a flat rate of \$3,500 each.

For Additional Information

Send questions regarding the application process to: OIRARFP@seattle.gov or call (206) 688 0002.

Office of Immigrant and Refugee Affairs
Rapid Response 2025 Community Education

Application Cover Sheet

ORGANIZATION INFORMATION

Organization Name:

Address:

City, State, Zip:

Website:

CHIEF EXECUTIVE OFFICER (OR SIGNATORY FOR CONTRACTS)

Name:

Title:

Email:

Phone Number:

PROJECT LEAD

Name:

Title:

Email:

Phone Number:

NON-PROFIT STATUS

PLEASE CHECK ONE:

LEAD AGENCY HAS 501C3 STATUS

PROJECT HAS A FISCAL SPONSOR (NAME OF THE FISCAL SPONSOR):

LEGAL EXPERTISE:

Does your organization have paid legal staff? Yes No

Does your organization need OIRA's support in finding legal staff to speak at your events?

Yes No

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Narrative Questions

Please limit your response to **no more than 2 pages**.

1. Event Details (6 points):

Describe your proposed event model for delivering Know Your Rights sessions or community education events with this one-time funding. Please include:

PROJECT CATEGORIES	DESCRIPTION
Event Type (e.g., workshops, webinars, information sessions).	
Live or Online	
Number of Events	
Event Topic(s)	
Language Interpretation Provided at Events (specify languages)	
Target Community	
Estimated # of Participants	
Anticipated Event Date(s)	

2. Experience (3 points)

Describe your organization's experience over the last three years in providing immigrant-related legal or community education, outreach, or services. Please include experience hosting workshops, webinars, or other community events for immigrant communities, use of staff or outside legal experts to ensure accuracy of the event's content.

Note: This question is designed to be inclusive of both legal-focused and community-based organizations, recognizing that some applicants may partner with outside legal experts.

3. Community Connections (3 points):

Describe your organization's ties to the community you plan to serve. How will you ensure outreach to immigrant communities most impacted by enforcement and misinformation?

4. Event Planning Capacity (3 points):

Describe your organization/partnership's administrative capacity, including factors such as ability to provide interpretation and to organize and host the event/s.