



RESOURCE ACCESS CONSULTANT REQUEST FOR PROPOSAL

Africatown Community Land Trust (ACLT) seeks a Resources Navigator Consultant to advise and assist community members with accessing housing, business assistance, medical, and case management COVID-19 resources. This contract is a COVID-19 emergency response contract expected to last three months.

ABOUT US

Africatown Community Land Trust is working for community ownership of land in the Central District. This can support the cultural and economic thriving of people who are part of the African diaspora in the Greater Seattle area. The Africatown Community Land Trust board is comprised of real estate professionals, business executives, entrepreneurs, business professionals and long-time community members from the Central District.

MISSION

To acquire, develop, and steward land in Greater Seattle to empower & preserve the Black Community.

VISION

Vibrant and thriving black communities through land ownership

CONTRACT SUMMARY

- Design and assess intake process
- Identify appropriate resources
- Convene virtual information sessions to inform community members of available resources
- Coordinate and train volunteers to assist community members in accessing COVID-19 resources.
- Track client program data

TO BE CONSIDERED

1. You must have:
 - Experience administering programs and services that serve the Black Community;
 - Experience navigating and administering government programs.
2. Consultant or vendors must submit a biographical resume of principal(s) expected to perform the work. (500 words max)
3. Submit a letter of experience performing or consulting on similar bodies of work which details how your firm qualifies and how you or your firm expect to perform the work. (500 words max)
4. Include a projected budget to perform the work, not to exceed \$15,000.
5. Include three references that you've performed similar work in this area.
6. Email all material as a PDF document (Max of three PDF attachments) with the "**ACLT Resource Access Consultant RFP**" in the subject line to info@lucyyeemc.com by the April 27, 2020 due date.

PROCESS TIMELINE

- Date Advertised: **April 20, 2020**
- Submission Due Date: **April 27, 2020 at 5:00 pm**
- Evaluation & Interview: **April 28, 2020 - May 1, 2020**
- Notification of Selection: **May 4, 2020**
- Project Timeline: **May 11, 2020 – August 11, 2020**

