

SCOPE OF SERVICE

INTRODUCTION:

The City of Flagstaff (City) is soliciting proposals from qualified incorporated non-profit organizations, (“Contractor”) to provide Lived Black Experience (LBE) services in alignment with the Flagstaff’s Lived Black Experience Strategic Plan. This solicitation is being conducted to establish a singular contract to provide primary services related to living as a black citizen in the City of Flagstaff City (City), per the scope of services called out herein.

It is the intent of the City to award a singular contract for an initial three-year period, with the ability to renew annually at the mutual consent of the City and the Contractor. The City makes no guarantee regarding the actual amount of work requested to be performed pursuant to a resulting contract.

Anticipated Service Start Date: Pending Flagstaff City Council approval, the City anticipates that the awarded Contractor will become the City’s primary service provider as early as September 1, 2025.

BACKGROUND:

Flagstaff is located in Coconino County, Arizona at the intersection of Interstate 17 and Interstate 40. Flagstaff is the largest city in Northern Arizona and is the regional center and county seat for Coconino County, the second largest county by area in the United States. The 2024 Arizona Department of Administration population of 80,566. Flagstaff became a town in 1894, incorporated as a city in 1928 and its boundaries currently encompass an area of approximately 66 square miles. Flagstaff is nestled at the base of the San Francisco Peaks and is surrounded by one of the largest ponderosa pine forests on earth. Flagstaff drew its name from a very tall pine tree made into a flagpole in 1876 to celebrate our nation’s centennial. At nearly 7,000 feet, Flagstaff is one of the highest elevation cities in the United States.

Flagstaff operates under a council-manager form of government as provided by its Charter. The Mayor is elected at large on a non-partisan ballot for a two-year term and six City Council members are elected at large on a non-partisan ballot for four-year terms. The City Council appoints the City Manager, who has full responsibility for carrying out City Council policies and administering City operations. The City Manager, in turn, appoints City employees and division heads under service procedures specified by Charter.

SCOPE OF SERVICE:

The City is seeking proposals from qualified incorporated non-profit organizations providing LBE program services as outlined in the requirements below.

1) Requirements for providing LBE Services

The provider will develop and maintain a strategic plan that outlines these key areas addressing the needs and concerns of the Black community in Flagstaff, Arizona.

A. Capacity Building - Board Development

- Recruitment and Diversity:
 - Provider will develop a strategy to recruit diverse board members from underrepresented communities in Flagstaff.
 - Provider will develop and submit articles of incorporation to the State of Arizona on behalf of the LBE Project as the first step in establishing it as a nonprofit (501 c3)
 - Provider will develop and maintain partnerships with diverse community partners

- Provider will identify and apply for grants for the LBE program
 - Training and Education:
 - Provider will host annual board retreats
 - Provider will provide workshops on nonprofit management and leadership.
 - Roles and Responsibilities:
 - Provider will create a board member handbook and
 - Provider will hold regular reviews to ensure duties are fulfilled.
 - Provider will track and report program development
 - Provider will track and maintain annual program budget
- B. Social & Criminal Justice**
- Advocacy and Policy Change:
 - Provider will advocate for policy reforms and collaborate with legal aid organizations.
 - Provider will work with the US District Attorney's Office to provide training and education opportunities in Flagstaff.
 - Provider will work with the Flagstaff Police Department to continue to develop a partnership with historically Black fraternities and Sororities and establish an initiative to recruit police officers and related personnel (e.g., dispatchers) within that partnership.
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 - Community Policing:
 - Provider will foster relationships between law enforcement and the Black community.
 - Provider will host community meetings with law enforcement
 - Legal Education:
 - Provider will hold workshops on legal rights and resources.
- C. Representation and Preservation**
- Cultural Preservation:
 - Provider will document and celebrate Black history in Flagstaff.
 - Media Representation:
 - Provider will ensure accurate and diverse representation of the Black community in local media.
 - Provider will promote the LBE program in social media, website and local media.
- D. Black Youth Perspectives and Concerns**
- Youth Empowerment Programs:
 - Provider will develop leadership and mentorship programs for Black youth.
 - Provider will plan, organize, and conduct a minimum of 2 (two) youth events centered around topics of interest and concern in the LBE Strategic Plan.

- Safe Spaces:
 - Provider will create inclusive spaces for Black youth to express concerns.
- Extracurricular Activities:
 - Provider will develop and offer sports, arts, and cultural programs.
 - Provider will develop and conduct Lived Black Experience Community Dialogue Series to further educate the community about the Lived Black Experience.
 - Provider will plan and host the annual Juneteenth Gala and Juneteenth Community Festival

E. Race, Space, and Segregation

- Housing Equity:
 - Provider will advocate for fair housing policies.
- Urban Planning:
 - Provider will ensure urban development considers the needs of the Black community.
- Historical Segregation:
 - Provider will provide education about the history and impact of segregation in Flagstaff.

F. Health Subcommittee

- Health Education:
 - Provider will provide workshops and resources on health and wellness.
 - Provider will organize and sponsor an annual community health fair in partnership with other community organizations in the broader Flagstaff region.
- Mental Health Support:
 - Provider will increase access and provide resources to mental health services.
- Health Disparities:
 - Provider will research and address health disparities.

G. Economic Inclusion and Impact

- Employment and Entrepreneurship:
 - Provider will provide job training and support Black-owned businesses.
- Financial Literacy:
 - Provider will conduct workshops on budgeting, investing, and wealth-building.
- Economic Advocacy:
 - Provider will advocate for policies that promote economic inclusion.

2) LBE Service Deliverables

- Reporting:
 - Provider will provide the City with budgetary allocation for the upcoming fiscal year

- Provider will provide the City detailed reporting of expenditures at the end of each fiscal year
- Provider will provide the City a list of programs available to the community
- Provider will provide a list of grants received for LBE
- Presentations:
 - Provider will present program success to the City Council

EVALUATIVE CRITERIA

I. Sections of Proposal

A. LBE Requirements (40 points)

Demonstrate that your company meets the requirements for providing a Lived Black Experience program outlined in the Scope of Services. Explain how your organization is qualified to run the program. Include your past experience and organization chart of those that will be involved in the program.

B. Program Approach (30 points)

Provide details of how your organization will approach and deliver the program. Include an anticipated schedule of meetings, events, workshops and community meetings

C. Pricing (30 points)

Provide your proposed cost with detailed budget breakdown. Include all costs for staff, board members program materials, advertising, etc.