

Lived Black Experience Contract Scope of Work Review with Council

June 17, 2025





Lived Black Experience Procurement

Background

- August 18, 2020 Council Meeting: Council discussed a Future Agenda Item Request for a discussion for launching an extensive community dialogue that thoroughly and sufficiently explores the Black lived experience in Flagstaff, in the state, and in the nation.
- November 24, 2020 Council Work Session: an overview of the *“Flagstaff's Lived Black Experience Strategic Plan”* and a presentation on *“Flagstaff’s lived black experience: A Forgotten People Forging a Path Forward”* was provided
- December 01, 2020 Council Meeting: the Flagstaff's Lived Black Experience Strategic Plan was adopted by Council
- The following Fiscal Year, there was a request to continue funding, and it was part of the adopted budget
- The program is completing the 4th year at June 30, 2025



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Purpose

To provide services in alignment with the Flagstaff's Lived Black Experience Strategic Plan

Development of a series of programs, educational outreach and focus groups aimed at creating an open dialog with the Black community of Flagstaff, and the broader Flagstaff community, in order to make positive impact within the Flagstaff Black community.

The goal is to inspire conversation, collaboration, and community action policy to both address the concerns of the Black community and work toward the betterment and benefit of all of Flagstaff.



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Scope of Work

- Staff is seeking Council Direction on the Scope of Work prior to releasing the procurement to the community.
- Current draft Scope of Work includes these 8 sections:
 - A. Capacity Building – Board Development
 - B. Social and Criminal Justice
 - C. Representation and Preservation
 - D. Black Youth Perspectives and Concerns
 - E. Race, Space and Segregation
 - F. Health Subcommittee
 - G. Economic Inclusion and Impact
 - H. Lived Black Experience Service Deliverables



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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 c 3)
- Provider will develop and maintain partnerships with diverse community partners
- Provider will identify and apply for grants for the LBE program



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A. Capacity Building – Board Development

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



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B. Social and 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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B. Social and Criminal Justice

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.



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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.



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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.



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D. Black Youth Perspectives and 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



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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.



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H. 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.



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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.



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Lived Black Experience 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



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Evaluative Criteria

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.



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Term of Contract (**new slide**)

How long would you like the term of this program/contract?

- How many years total?
- Examples (with a standard 5-year contract):

Initial Term-Firm	Number of Extensions	Total Years
1	4	5
2	3	5
3	2	5
4	1	5
5	0	5



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Projected Timeline

- June: Finalize procurement documents
- Early July: Release Request for Proposals
- July 31st: Deadline to respond
- August : Evaluate responses
- September 16th: Council awards contract