



# East Portland Action Plan

## **REQUEST FOR PROPOSAL to support the growth of the EAST PORTLAND ACTION PLAN**

**EPAP:** The East Portland Action Plan (EPAP) is charged with providing leadership and guidance to public agencies on how to strategically address community-identified issues and allocate resources to improve livability for neighborhoods in East Portland. The EPAP is an extension and outgrowth of the East Portland Action Plan Committee which engages the community to advocate for resources to further the values and strategies described in the Action Plan. More recently, EPAP has centered its work around serving Black & Brown communities most in need.

<https://eastportlandactionplan.org/>

**Need:** The EPAP Operations Committee would like to work with a consultant to help capture a snapshot of where EPAP is currently regarding best practices in serving low-income communities, which have historically been Black, Indigenous, People of Color (BIPOC) in East Portland. This includes a Strengths Weaknesses Opportunities and Constraints (SWOT) Analysis for EPAP practices, structures documents, and job descriptions. With the change in demographics in East Portland, EPAP must adapt to serve these underserved communities.

Consultant must conduct a SWOT Analysis with the Operations Committee. Reviewing individual committee member responses, a consultant must assess common ground and work with the committee to suggest a list of recommendations for next steps. Afterward, the consultant must lead an organizational and strategic dialogue with the Operations Committee and additional folks which will culminate in recommendations to be discussed in a retreat. This will include a recommended structure for how to assess EPAP Job Advocate performance, Structures Documents, and other EPAP governance.

Additionally, the consultant must work with the team to ensure that participants have the knowledge and tools to ensure that EPAP continues to work within the consensus based model in a healthy, equitable and trauma-informed manner to be able to de-escalate conflicts.

At this retreat, EPAP is prepared to coordinate resources such as scheduling city staff to provide 1-hour workshops on how to influence governmental systems: City, County, METRO, TRI-MET, and State. EPAP would like for this consultant to produce a final retreat report, including suggestions for further trainings, analysis, and recommendations for next steps.

### **EAST PORTLAND ACTION PLAN**

East Portland Community Office 1017 NE 117<sup>th</sup> Ave., Portland, OR 97220

[www.eastportlandactionplan.org](http://www.eastportlandactionplan.org) | (503) 823-8027

## Proposal Details:

**Budget:** \$10,000 max for project not including meeting expenses

**Project Timeline:** Our hope is that the activities could start in June 2021 with all activities and reports wrapped up by Dec 2021.

**Format:** The Proposal must be in 12-point font; with margins no less than 1-inch; single spaced; in any language; and up to three (3) pages max. All additional supporting documents can be added as a separate attachment.

A Full Application MUST include the following:

- **Application Cover Page:** complete with organization name and contact information.
- **Proposal Narrative:** with a full description of proposal details including a suggested timeline, meeting suggestions, and all activities. Include your organization philosophy and DEI Statement.
- **Project Budget:** No format or heading for budget, we just ask that it clearly shows the cost of your proposal and we can see a list of expected expenses. We do ask for some detailed explanations if heading is unclear.

**Deadline:** All proposals must be received by Friday, June 4, 2021 by 6:00 PM

**Informational Meeting:** Thursday, May 27<sup>th</sup> at 10 AM. RSVP with JR Lilly. This will be an opportunity for prospective applicants to learn more about what we are looking for and ask specific question that would help their proposal.

**Send Proposals to:** [jr.lilly2@portlandoregon.gov](mailto:jr.lilly2@portlandoregon.gov) (you are encouraged to phone 503-823-8027 to verify that your email was received). Or provide eight (3) double-sided hard copies to the East Portland Action Plan Office at 1017 NE 117th Ave., Portland, OR 97220. Please note this office is NOT open currently, you can leave the copies in the mail slot.

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