



King County

REQUEST FOR PROPOSALS

COMMUNITY-LED TOURISM RFP

Proposals should be submitted online through [Google Forms](#)

Release Date: September 8, 2026

Response Due Date: October 14, 2026, at 12PM (Pacific Standard Time (PST))

Anticipated Award Announcement: Week of December 14, 2026

RFP Lead: Sean Power, [spower@kingcounty.gov]

Information Session: Friday, September 18, 2026, at 12PM (PST) *(will be recorded and posted to Community-Led Tourism [Grant Website](#) no later than Monday, September 21, 2026)*

Register for the Information Session [here](#).

Spanish and ASL interpretation will be provided. To request additional languages or other supports at no cost for this information session, please email Sean Power [spower@kingcounty.gov] by September 16, 2026, at 5pm (PST) with your name, email, phone number, and your requested language.

If you would like to request this RFP in a different language, please contact Sean Power [spower@kingcounty.gov] by Friday, September 25, 2026, at 5pm (PST) with your name, email, phone number, and your requested language.

OVERVIEW

King County is a multi-ethnic region with over 170 languages spoken. Residents across King County come from a diversity of cultures from almost every corner of the world. Despite increases in racial and ethnic diversity, King County residents face high housing costs and costs of living that threaten low-income communities with residential and cultural displacement.

Displacement occurs when people or businesses are forced to move away from their homes or communities because they can no longer afford the cost of living or doing business in that area. Communities may experience a declining sense of ownership or cultural belonging as the local fabric of residents, businesses, faith communities, and community organizations are affected by displacement.

We recognize that displacement has been underway in many communities for a considerable amount of time. The purpose of this RFP is to enhance the resilience of King County communities impacted by displacement by supporting community-led projects that showcase the cultural vibrancy and history of a neighborhood or cultural community and strengthen community connection.

Cultural Vibrancy refers to the activation and celebration of cultural spaces, assets, and expressions that reflect the diverse historical experiences, identities, and narratives within a

community. Cultural Vibrancy acknowledges and honors the past, present, and future of cultural heritage, especially the stories and traditions that have been marginalized, invisibilized, or denied through displacement, assimilation pressures, and historical power imbalances. It includes cultural preservation, cross cultural education, and the culmination of art, culture, and shared experiences that strengthen community connectivity. Cultural vibrancy lifts community identity, preserves cultural spaces, and supports expressions that push back against erasure or misuse of cultural traditions. It honors the complexity and interconnected nature of community liberation, encouraging curiosity, respectful engagement, and authentic representation over assimilation into dominant cultural norms.

Community-Led Tourism is a key component of Cultural Vibrancy. It centers community leadership in designing, guiding, and benefiting from tourism experiences. Community-Led Tourism ensures that **Visitors**¹ engage with cultural assets in ways that are respectful, accurate, and grounded in the lived experiences of local residents. This approach strengthens community resiliency by allowing communities to tell their own stories, elevate their heritage, and steward their cultural spaces while generating economic benefits that remain within the community. Through community ownership of tourism narratives and activities, Cultural Vibrancy becomes a tool for resisting displacement and building resilience by reinforcing identity and celebrating cultural continuity across generations. Many community- led activities inherently promote tourism and Cultural Vibrancy since they engage residents from different neighborhoods in King County and promote cross cultural exchanges. Tourism promotion efforts that are not led by the intended community can have adverse outcomes. Therefore, the purpose of the RFP is to support community- rooted entities that are actively working against cultural and residential displacement.

This RFP is funded through a one-time allocation of \$900,000 from tourism interest revenue dedicated to community-driven projects that support tourism.

This RFP is a partnership between the Department of Community and Human Services (DCHS), the King County Equitable Development Initiative (EDI), and the Executive Office Budget Team who will manage the contracts for agencies awarded funding.

Building on years of community organizing, King County EDI was established in 2022. In 2024, King County Council appropriated \$13 million for King County EDI implementation, including funds for new capacity building grants and capital investments that address residential and cultural displacement.

King County EDI prioritizes projects that advance equity and self-determination of communities that are adversely impacted by structural racism and discrimination; communities experiencing disparities in economic and health outcomes; and communities facing a heightened risk of displacement. Funded projects should align with the King County EDI values, framework, and objectives and strategies put forth in the King County EDI [Phase 1](#) and [Phase 2](#) implementation plans.

To guide these investments, a King County EDI Interim Advisory Board (IAB) comprised of 12 community leaders was established to ensure community oversight and accountability to racial equity, preventing displacement, and investing directly in historically marginalized communities.

-
- ¹ **Visitor** is defined as a person who travels from a place of residence to a different neighborhood, town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage, or culture.

A workgroup of the IAB worked with DCHS and the Executive Budget Team to determine the criteria and strategic priorities in this RFP.

EQUITY, RACIAL AND SOCIAL JUSTICE

For many in our region, King County is a great place to live, learn, work and play. Yet, we have deep and persistent inequities - especially by race and place - that in many cases are getting worse and threaten our collective prosperity. Equity, Racial and Social Justice (ERSJ) is an integrated part of the County's work. Our goal is to ensure that all people, regardless of who they are and where they live, have the opportunity to thrive, with full and equal access to opportunities, power, and resources.

For programs funded by the County, the County seeks to support community-informed organizations that are reflective of and embedded in the communities they serve and further seek to support organizations that recognize and address the disparities that exist in our communities.

AVAILABLE FUNDING

A total of up to \$900,000 in funding is available through this competitive RFP process. All expenses must be incurred by the awarded Proposer(s) between the Effective Date of the resulting contract and December 31, 2027.

Awards will range from a minimum of \$30,000 to a maximum of \$150,000. This will be a competitive RFP and awarded budget proposals may be partially funded.

The contracts resulting from this RFP will be supported by King County General Funds. Any such contract awarded is contingent upon the availability of funding. The awarded Proposer agrees to administer the award consistent with the contract, and in accordance with any applicable federal, state, or local provisions. The County reserves the right not to award all funds advertised in this RFP and to offer partial awards.

Funds will be provided on a reimbursement basis with some considerations for advanced payments to alleviate cash-flow concerns for large purchases. Regardless of type, awardees must submit a signed invoice with supporting documentation (general ledger, receipts, or paid invoices) demonstrating how funds were spent. King County will issue reimbursement within 30 days.

ELIGIBILITY CRITERIA

To be deemed responsive to this RFP and considered for funding, the Proposer and its Proposal must meet the eligibility criteria listed below.

ELIGIBLE PROPOSERS

Eligible entity types:

1. Non-Profit Corporation: federally tax-exempt 501 (c) 3 status or registered and active with the Washington Secretary of State as a non-profit organization;
2. Federally recognized Tribe or tribal organization;
3. Either of the above and who is acting as a fiscal sponsor of a community-based organization that does not have federal tax-exempt status nor is registered and active with the Washington Secretary of State;
4. For-profit Businesses: All applicants must be legally registered with the State of Washington and hold a valid business license at the time of application

All eligible projects and events must be free and accessible to members of the public. All applications will undergo a review for public purpose requirements.

Individuals and public entities are not eligible to apply.

Collaboration between multiple organizations is encouraged, under one primary application.

Minimum Qualifications

1. Be in good standing and eligible to receive federal, state, and county funds.
2. Proposers with outstanding significant financial or programmatic compliance concerns with any King County contract, whether with DCHS or another King County Department, may be deemed ineligible for award until issues are resolved.
3. Demonstrate clear public benefit.
 - i) All events must be free and accessible to the general public
 - ii) Art projects can be on public streets, sidewalks, plazas, parks or other public properties, including inside public properties. Before contract negotiations, awardees will need to provide documentation that authorizes the project on public property.
 - iii) On private buildings, art projects can only be on the exterior and on areas easily viewed by the general public. Permanent improvements to private property are not permitted. Before contract negotiations, awardees will need to provide documentation that authorizes the project on the private property.
 - iv) Online self-guided tours must be free and accessible to the public.

Funding Priorities

1. Projects led by entities with a history of providing programs or services specifically designed by and for Impacted Communities: a strong Proposer will demonstrate consistent and effective activities that have served Impacted Communities.

For the purpose of this RFP **Impacted Communities** is defined as:

Those that have been harmed by discriminatory housing policies or practices, such as:

- Black, Indigenous, or other People of Color (BIPOC)

Populations that lack access to housing choices, such as:

- Immigrants and refugees;
- Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) People;
- People with Disabilities; and
- Seniors

Communities facing current residential displacement pressures and have moderate or high displacement risk based on indicators, such as:

- Eviction Rate;
- Cost Burden Rate;
- Housing Cost (homeownership and rental); and
- Household income.

2. Projects led by community-rooted entities that are committed to the health, well-being, and empowerment of Impacted Communities, and demonstrate accountability to the needs of the people they represent. Some but not all of the common characteristics of a community-rooted entity below must be met:

- The focus is serving a specific community, either one of identity or one of geography, or both;
 - The majority of the entity's leadership consists of local residents or members of the communities the entity serves;
 - The main operating offices are in the community they serve;
 - Priority issues and projects are identified and defined by local residents or members of the communities being served
 - Solutions to address priority issues are developed with local residents or community members; and
 - Program or project design, implementation, and evaluation components are culturally competent and have residents or community members intimately involved in leadership positions.
3. Clear community impact: The project addresses a community need and strengthens community identity and connection. Community – rooted entities with a connection to a neighborhood that they have been displaced from can apply for a project in that area. Being displaced from your community does not deny your roots.
4. Alignment with the following King County EDI Values:
- acknowledge and repair harmful impacts of historical and current structural racism, discrimination, and inequities in community investment;
 - honor, support, and invest in the self-determination and leadership of impacted communities; and
 - prevent harm from existing and future policies and practices, including the impacts of growth and redevelopment.
5. Proposals that meet minimum two or more of the following King County EDI objectives:
- Objective 1: Increase stability and support resilience of residents, businesses, and community organizations in geographic areas and cultural communities experiencing displacement and areas where displaced households have relocated.
 - Objective 2: Support preservation and creation of cultural assets.
 - Objective 3: Honor and promote community power in planning and decision-making.
 - Objective 4: Build the capacity of community-based organizations to lead community-controlled and community-owned development.
 - Objective 5: Invest in strong, inclusive, and cooperative local economies.
 - Objective 6: Expand transportation mobility and connectivity while guarding against displacement.
 - Objective 7: Advance healthy, livable communities with equitable quality-of-life outcomes.

Geographic Priorities

A geographic priority, as recommended in the King County EDI Phase 2 Implementation Plan, will be applied in the following order to highly scored proposals:

- First priority: projects in unincorporated King County;
- Second priority: projects in incorporated areas of King County outside of the City of Seattle; and
- Third priority: projects in the City of Seattle.

ELIGIBLE ACTIVITIES

Events, art, and activities that celebrate, preserve, and nurture cultural vibrancy and community resilience and raise awareness about the history and experience of a cultural community or neighborhood. This includes present day challenges and efforts to resist displacement.

Eligible activities include but are not limited to:

Events:

- Performances or live music
- Amateur sporting events
- Cultural celebrations, storytelling, or dance
- Outdoor games or activities
- Public workshops, skilled demonstrations, or classes
- Block parties, festivals, markets, or other events that activate the local economy, and bring new audiences to small businesses, local artisans and vendors, artists, and cultural workers
- Activities that highlight the past lineage with connection to current day events
- Activation or revitalization of a community space
- Guided or self-guided tours related to historical preservation landmarks.
- Cultural vibrancy activities that include opportunities to gather community input, identify community priorities, and/or educate community about anti-displacement efforts and policies.

Events must be free and accessible to the general public.

Activation through Art:

- Pop-up art installations or displays
- Artwork
- Signage
- Interactive exhibits or displays
- Cultural or historical landmarks.
- Pop-up art installations or displays
- Murals

Funding for art is limited to:

1. Projects on public streets, sidewalks, plazas, parks or other public properties. Awardees will need to provide documentation before contracting that authorizes the project on public property.
2. Projects on the exterior of private buildings, provided they create a public benefit. Permanent improvements to private property are not permitted. Projects taking place on private property may require the use of a Restrictive Covenant to secure the County investment, this will be determined during contracting negotiations.

Community-Led Tourism Promotion:

If funding is requested for tourism promotion only, it must support an activity or project that meets the criteria and intent of this RFP.

- Marketing, media, and promotion activities that reach underserved communities or draw distinct audiences to an event or area.
- Efforts to increase language and disability access in materials and curriculum to increase access to diverse audiences and reach underserved communities.
- Creating area maps or apps that highlight the history of a community and can draw new visitors and increase who can engage and participate in events.
- Incentives or games that encourage visitors to visit local businesses, cultural sites, and engage with local economies.

ALLOWABLE COSTS

Grant funds may only be used for eligible, reasonable, and necessary expenses that directly support the activities described in the Scope of Work (SOW). All costs must be incurred during the contract period, properly documented and clearly tied to the project implementation.

- Staff time directly dedicated to the project, including salaries/wages and fringe benefits for project staff whose work supports approved grant activities. Staff time must be documented for actual time spent on the project and clearly linked to the project's Scope of Work.
- Project-Related Services and Activities – Costs associated with project implementation, outreach, coordination, workshops, performances, and community engagement.
- Supplies and Materials – Project supplies, such as printed materials, educational materials, cultural supplies, or other materials directly related to SOW and project delivery.
- Food and non-alcoholic beverages that directly relate to project SOW.
- Vendor or Contractor Costs – Payments to third-party vendors directly connected to the projects SOW.

UNALLOWABLE COSTS

- Indirect or Administrative Costs
- Operating Costs
- Capital Expenses or Purchases not related to project
- Contingency, Reserves, or "buffer funding"
- Lobbying, Political or Advocacy Activities
- Fundraising or Development Costs

All contracts will be reimbursement-based (grantee spends funds, collects documentation for reimbursement, and provides that to the County for payment) unless specific permission for advanced-payments granted during the negotiation of the contract for cashflow mediation.

EVALUATION CRITERIA

CRITERIA	MAX POINTS
PROJECT DESCRIPTION / FEASIBILITY / TIMELINE	20 points
Strong proposers show history of effective work that serves their communities and demonstrate accountability to local residents and/or cultural groups. Proposers clearly identify the geographic area and/or Impacted Community that is the focus for their project. An exceptional answer gives a clear, detailed, and coherent description of the project's purpose, key activities, the number of people they expect to participate/reach and how they will reach them. Project also clearly describes how the project will be marketed and how they will ensure it is free and accessible to members of the public. A description of the project budget is provided and includes, where applicable, a description of additional funds secured or requested for the project. A strong proposal also presents a clear, logical timeline with phases, milestones, and expected completion dates that seem achievable. <i>Questions:</i> 1. Please provide general information about how your organization fits the criteria of being a community-rooted entity (defined on pages 4-5): your goals, mission, which community/communities you serve, and how long have you been serving them. 2. Describe the geographic area (neighborhood, city) and/or Impacted Community of focus for this project. 3. Please describe your project: a. What is your project concept? b. What specific activities will occur? c. How many people do you expect to participate/reach and how will you reach your intended audience? d. How will your project be marketed, and how will you ensure that it is free and accessible to members of the public? 4. Provide a short budget narrative describing how the requested funds will be used. Describe any other funds secured or requested for this project. Attachment 1: Workplan for Proposed Project & Budget for Proposed Project (be sure to complete both tabs)	
CULTURAL VIBRANCY	25 points
An exceptional answer will demonstrate a clear project that will meet the definition of Cultural Vibrancy. The project will promote cultural vibrancy by uplifting community identity, honoring cultural heritage (including traditions impacted by displacement), and activating cultural spaces, expressions, and shared experiences that strengthen connection across communities. Project directly states examples of advancing Community- Led Tourism through community involvement in the process of project planning. Proposer should clearly demonstrate a history of delivering programs or services created by and for Impacted Communities. <i>Questions:</i> 5. How will your project promote cultural vibrancy and community connection? 6. How will your project advance Community-Led Tourism? 7. Describe how your organization is led by and for impacted communities, including how your board and/or leadership represents the community you serve. How is your community involved in identifying the need for the proposed project?	

ALIGNMENT WITH EDI OBJECTIVES / COMMUNITY ROOTED ENTITY	30 points
Proposal describes how the project strongly aligns with the EDI Value of “acknowledge and repair harmful impacts of historical and current structural racism, discrimination, and inequities in community investment.” Proposal identifies at least two EDI Objectives that relate to their project and can explain how their project advances these. The project will increase community resilience and advance equity and self-determination of Impacted Communities. <i>Questions:</i> The King County EDI Values and Objectives are listed on page 5. 8. Please describe how your project aligns with the EDI Value of “acknowledge and repair harmful impacts of historical and current structural racism, discrimination, and inequities in community investment.” 9. Please describe how your project will advance two or more EDI objectives.	
ORGANIZATIONAL CAPACITY / FEASIBILITY	15 points
An exceptional answer will provide an example of successfully completing similar projects and/or demonstrate relevant experience that shows the Proposer is qualified to complete this project. Project staffing, volunteers, and/or partners Project leadership have staffing, volunteers, and partners have relevant qualifications needed to manage the project. Proposal has a realistic and well thought out plan for how they will organize and find the people and partners needed for the project to succeed. <i>Questions:</i> 10. What similar work or relevant experience will help you be successful in completing this project? (This can include projects that are completed in formal/ informal capacities and in various size and scale.) 11. Describe the staffing, volunteers, talent, and community partners your project needs to be successful. How will you coordinate and/or find the people-power you need?	
PERFORMANCE OUTCOME / IMPACT	10 points
An exceptional answer will have clear example of what success means to the community rooted entity. It will identify clear measures of the project's success. The community impact from the project addresses a community-identified need and meaningfully builds community empowerment and connection. <i>Questions:</i> 12. There is not one linear way to measure success, please describe what success looks like for your project. How will you measure this? 13. What community need is your proposed project addressing? (i.e. increased sense of safety and belonging, increased community connection to resources, etc.)	
TOTAL POINTS	100

SELECTION PROCESS

Responsive Proposals will be reviewed strictly in accordance with the requirements stated in this RFP and any addenda or amendments issued.

Proposals will be accepted from September 8, 2026, until October 14, 2026, at 12 PM (PST).

All Proposals received during the acceptance period will be reviewed by King County staff to complete an initial review of eligibility and completion of the required information requested. Only responsive Proposals that meet the threshold requirements will be evaluated by the County designated RFP review panel. Any Proposer or any Proposal that does not meet all the eligibility criteria or contain all the required information may be rejected as unresponsive or incomplete.

The RFP Lead may, at their sole discretion, contact Proposer(s) for clarification of any portion of their Proposal. Proposer(s) should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement. Additionally, Proposers may be required to complete interviews with the RFP Lead (Sean Power, spower@kingcounty.org)

Proposals will then be reviewed and evaluated by an RFP review panel comprised of community members and King County staff with relevant lived experience and subject matter knowledge. The process for choosing Proposals to award will include evaluation of the narrative and accompanying documents. The selection criteria that will be used during the evaluation process is described above.

Review team members will assign scores for each section of the proposal based on criteria above and using the following scale:

High Score

- Proposer and/ or project meets or exceeds the intended purpose and/ or the characteristics of a high scoring proposal as described for the section of the proposal being evaluated.

Medium Score

- Proposer and project addresses majority but not all of the intended purpose and the characteristics of a high scoring proposal as described for the section of the proposal being evaluated.

Low Score

- Proposer or project does not meet the intended the purpose or does not meet most of the expected characteristics of a high scoring proposal as described for the section of the proposal being evaluated.

No Score

- The answer provided is non-responsive to the question.

COMMUNICATION PROCESS

All Proposal documents must be submitted through the [Google Forms](#) application

The RFP Lead (Sean Power, spower@kingcounty.gov) is the sole point of contact for this RFP. All communication regarding the subject matter of this opportunity between Proposers and the County upon release of this RFP must be through the RFP Lead. Communication with anyone other than the RFP Lead on this RFP may result in disqualification of the Proposer.

Only written communications from the RFP Lead will be considered official and binding on the County. All other communication will be considered unofficial and non-binding on the County. Proposers are to rely only on written statements issued by the RFP Lead.

REVIEW PROCESS

Review panels may consist of King County staff, external subject matter experts, evaluators, community members, advisory board members, participants with past or current lived experience, and members or designees of the King County Council (who will serve as nonvoting members).

The RFP review panel will score each Proposal based on the rating criteria described above. The score will be a key factor used by the RFP rating panel to develop recommendations on the selection of Proposal to the County.

FINAL SELECTION PROCESS

Final selection of awardee(s) will be made based upon recommendations from the review panel and based upon equity considerations to ensure services are responsive to funding priorities and community need. The County reserves the right to make such selections based on the best interests of King County, and as a result, may not select the highest scoring or lowest cost Proposal for award, and it will execute contract(s) based upon the final selections.

To serve its best interests, the County reserves the right to be its own reference with any potential Proposer as deemed necessary in its sole discretion. This may result in a lower score or disqualification of any Proposal.

FUNDING ALLOCATION AND CONTRACT NEGOTIATIONS

The County anticipates that requests for funding may exceed the total dollar amount of funding available through this RFP. If this occurs, the County reserves the right to enter into discussions with Proposer(s) to assess if proposed services and activities can be scaled to match the dollar amount offered by the County. If the Proposal is not scalable, or a Proposer rejects the dollar amount offered by the County, the County reserves the right to withdraw the funding offer to such Proposer(s) and enter discussions with other high-ranking Proposer(s). Contract negotiations and development will begin when a funding amount for each awarded Proposal has been reached between the Proposer(s) and the County.

PERFORMANCE MEASURES

All community grants from King County come with the expectation of some data collection and reporting by the funded organization. The County is committed to only collecting data and information that is necessary for routine monitoring of program performance and meeting the County's reporting obligations. A survey will be required of all awardees that will request follow-up information regarding the funded project.

The primary purpose of performance measurement is to use data to understand which activities are effective and why, and for the County to support shared and transparent responsibility for your program's implementation and impact. It also enables the County to meet our reporting requirements to the King County Council and other partners and make data-informed decisions.

Funded Proposers will be required to submit a final report by January 15, 2028, that should include:

- A summary of how the funds were used and the impact they created in the community.
- Photos showing how the funds were used. For example, a photo during an event or a completed community mural.
- King County will supply the final report template along with a copy of the grant agreement.

RFP AND CONTRACT REQUIREMENTS

A. RFP Terms

1. Revisions to the RFP

If the County determines in its sole discretion that it is necessary to revise any part of this RFP, an addendum to this RFP will be posted on the [Community Led Tourism Grant website](#) on KingCounty.gov. For this purpose, the published questions and answers and any other pertinent information will also be provided as an addendum to the RFP and will be published online.

The County also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2. Cost to Propose

The County will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related in any way to this RFP.

3. No Obligation to Contract

This RFP does not obligate the County to enter into any contract for services specified herein.

5. Rejection of Proposal

The County reserves the right, at its sole discretion, to reject any and all Proposals received without penalty and not to issue any contract as a result of this RFP.

6. Acceptance Period

Proposals must provide one hundred twenty (120) calendar days for acceptance by the County from the date of submission of the Proposal.

7. Award

Final confirmation of awardee may be made by the Executive Office based upon final recommendations from the RFP review panel. Executive Office Grants Team will execute contracts based upon the final selections.

Executive Office Grants Team, in partnership with DCHS, intend to award one or more contracts from the RFP. The RFP Lead will notify all Proposers in writing of the acceptance or rejection of their Proposal. Written notification will be sent via email to the email address(es) indicated in the Proposal.

8. Waiver of Administrative Irregularities

The County reserves the right to waive minor administrative irregularities or informalities in a Proposal.

9. Protest

The County has a process in place for receiving protests/appeals based upon the RFP or contract awards. The protest/appeal procedures are available at: [Procurement and Payables](#).

B. Contract Terms

1. Standard Terms and Conditions

The Proposer that is awarded funds through this RFP process will contract with the County. Contracts include conditions relating to several Federal and State regulations, and County ordinances requirements which should be considered when planning a Proposal. The Proposer awarded funds through this process must also certify on the that it has reviewed the current standard terms and conditions; and that it understands and is able to meet the requirements set forth therein.

A contract may be negotiated with the Proposer whose Proposal would be most advantageous to the County in the County's sole opinion, all factors considered.

The contents of the selected Proposal shall become contractual obligations if a contract ensues.

A contract between the selected Proposer and the County shall include the contract instrument, the original RFP, the awarded Proposal, and any other documents mutually agreed upon. The contract must include, and be consistent with, the specifications and provisions stated in the RFP.

2. Equity, Racial and Social Justice

In order to effectively operate and provide services within a culturally responsive framework, an organization shall intentionally consider equity and integrate it into its values and principles, decisions and policies. The County expects funded organizations to incorporate a racial equity lens in their service delivery models and administration in order to challenge systemic and structural inequality, reduce prejudice and racism, and advance equity. As part of this effort, organizations will be asked to provide individual-level demographic information to inform analysis and understanding of barriers created by institutional racism. More information about King County's ERSJ work is available at: [Equity and Social Justice](#).

3. Statement of Work Requirements

In addition to the standard terms and conditions, the program funded will have a detailed Statement of Work (SOW) and other requirements.

The awarded Proposer will be expected to provide additional information, as needed, for project monitoring, management, and evaluation. The County will visit sites and maintain active contact with the contracted Proposer to provide technical support and assistance, as capable.

C. GENERAL INFORMATION

1. The County is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their race, color, creed, marital status, religion, age, sex,

national origin, sexual orientation, need for service animal, or the presence of any mental, physical, or sensory handicap in an otherwise qualified handicapped person.

2. American with Disabilities Act. The County complies with the American with Disabilities Act (ADA). Proposers may contact the RFP Lead to receive materials for this RFP in alternative formats, such as Braille, large print, audio tape, or computer disc.
3. All submitted Proposals, applications, and evaluation materials become public information and may be reviewed by appointment by anyone requesting to do so at the conclusion of the evaluation and award process.
4. The County reserves the right to reject any or all Proposals that are deemed not responsive to its needs.
5. King County Code 2.93.40 prohibits the acceptance of any Proposal after the time and date specified on the RFP. There shall be no exceptions to this requirement.
6. Washington State Public Records Act (RCW 42.56) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act or are otherwise privileged.
7. Accounting Methods: Expenditures must be recorded and documented using the cash or accrual basis of accounting using Generally Accepted Accounting Principles (GAAP) and, if applicable, the provisions of Title 2 CFR Part 200 and all Appendices.
8. Payroll Documentation: Time and effort semi-annual certifications or personnel activity reports for all personnel should be maintained and collected for audit documentation.
9. The Contractor must retain on file backup documentation for all costs paid funds (including receipts, invoices, timesheets, and copies of checks).
10. The Contractor shall not invoice and charge the County for incurred costs specifically paid for by another source of funds.
11. Repayment of Funds. If the Contractor has unspent award funds on hand at project completion, it shall return all unspent grant proceeds to the County within ten (10) calendar days. If any funds provided to the Contractor were used in a manner that is not consistent or allowable as outlined in their contract agreement, the Contractor shall return funds to the County in the amount determined to be ineligible within ten (10) calendar days after notice is provided.
12. Immigrant Participant Protection: The Contractor may serve undocumented immigrants and their families and shall safeguard these program participants by complying with the following requirements, if contracted. Contractor shall:
 - Immediately notify the County if Contractor receives any requests from an employee or agent of any federal immigration agency. Requests may include but are not limited to subpoenas or requests for access to data, information, or non-public areas;
 - Refuse all voluntary information sharing with law enforcement authorities, including federal immigration authorities, to the fullest extent possible under the law, without prior review and consent of the County;
 - Not share or release information from a participant's records except pursuant to a court order or lawfully issued subpoena;

- Not initiate communication with any law enforcement agency, including any federal immigration agency, regarding a participant or participant family member's status or any information obtained by their participation in this program; and
- Not enter into agreements to share participants' and participant family member's information with local or federal law enforcement except as required by law or this contract.

APPLICATION SUBMISSION

All applications (electronic format) for this RFP solicitation must be submitted in an electronic format to the County through the [Google Forms Application](#)

Applications must include:

- Responses to Application Questions
- Uploaded Budget Workbook and Workplan attachments

Proposals that do not follow the specified format and/or meet the submission requirements may be disqualified in the County's sole discretion and not reviewed.

APPLICATION AND AWARD TIMELINE

September 8, 2026	RFP Release Date
September 18, 2026	RFP Information Session at 12 PM (PST) Register here .
October 14, 2026	RFP Response Due Date at 12PM (PST)
Week of December 14 th , 2026	Anticipated Award Announcement Date
January 1, 2027	Contracts expected to begin
December 31, 2027	Last day to spend all the awarded funds
January 15, 2028	Submit a final report and final invoice

QUESTIONS AND TECHNICAL ASSISTANCE

GENERAL QUESTIONS

All questions must be submitted through email to the RFP Lead, Sean Power spower@kingcounty.gov. County staff other than the RFP Lead, or a designated person in his absence, are prohibited from speaking with potential Proposers about the project or the RFP until the application phase is closed. All questions will be posted (with answers) in a Frequently Asked Questions (FAQ) document that will be posted to the [Community Led Tourism Grant website](#). Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the RFP Lead may result in the disqualification of the Proposer. Proposers are responsible for checking the [Community Led Tourism Grant website](#) on KingCounty.gov for posted FAQs.

TECHNICAL QUESTIONS

Proposers bear the risk that technical difficulties may result in a late or undelivered Proposal. Therefore, Proposers are encouraged to submit materials through [Google Forms](#) on a

timely basis. If Proposers have issues with their Google Forms, they are encouraged to reach out as soon as possible for other options.

DEFINITIONS OF KEY TERMS

These definitions are meant to be descriptive and to promote a common understanding of the use of key terms. All definitions specific to this RFP and not provided above are as follows:

- **Contractor:** Term used within the King County contract, signifying the entity awarded funding in consideration for the performance of certain services and as described in the resulting contract.
- **Culturally Competent Services:** Cultural competency within an organization and the services that it provides includes a defined set of values and principles, and demonstrated behaviors, attitudes, policies, and structures that enable the organization to work effectively in cross-cultural situations. The following three (3) components must exist:
 - Accessibility: The agency evaluates and modifies the way in which its services are accessible (language, location, delivery style) to populations whose modes of engagement are different from the majority population.
 - Relevance: The agency identifies specific culturally-based needs of populations and modifies the services delivered in order to meet those needs, including acquiring and institutionalizing cultural knowledge.
 - Commitment: The agency periodically conducts a self-assessment and reviews its cultural competency, to include obtaining input from client and non-client culturally diverse populations and key stakeholders and uses this feedback in policy making, agency administration, and service delivery.
- **Equity:** Giving everyone what they need to be successful as opposed to equality which means treating everyone the same.
- **Racial Equity:** Racial equity is the condition that would be achieved if one's racial identity no longer predicted, in a statistical sense, how one fares. When we use the term, we are thinking about racial equity as one part of racial justice, and thus we also include work to address root causes of inequities not just their manifestation. This includes elimination of policies, practices, attitudes, and cultural messages that reinforce differential outcomes by race or fail to eliminate them.
- **Tourism promotion:** Includes activities intended to attract visitors for arts, heritage, and cultural events, and recreational, professional, and amateur sports events.
- **Visitor:** is defined as a person who travels from a place of residence to a different neighborhood, town, city, county, state, or country, for purposes of business, pleasure, recreation, education, arts, heritage, or culture.
- **Google Forms:** An online form where Applicants can submit their application for programs/services outlined in the RFP.
- **Proposal:** A written response written by a Proposer and submitted to the County in order to be considered for an award of funds through this RFP.
- **Proposer:** An entity that submits a Proposal in order to be awarded a portion or all of the funds made available by the County through this RFP.

LIST OF ATTACHMENTS

- A. RFP Questions
- B. Budget and Workplan Template