REQUEST FOR QUALIFICATIONS

Community Leads for Smart City PDX Program

Deadline: September 7, 2021, 5:00PM

Project Overview

The Smart City PDX team is in search of 3-4 Community Leads to partner with City of Portland staff. Community Leads will help create intentional and collaborative decision-making space for communities to work with the City on data and technology related decisions, and to support digital justice[1].

As a Community Lead, you are eager to build inclusive technology and collaborative decision-making spaces through thoughtful partnerships between frontline communities and the Smart City PDX program. You are a connector - ready to think about how to link digital justice with the many priorities communities are already navigating. You are an organizer - ready to bring your community and their voices into the digital justice movement. Most of all, you are excited to work with a team of people who each have different skills, visions, and perspectives on what digital justice looks like.

Prior experience as a consultant or independent contractor is not necessary!

The Smart City PDX program is housed in the City of Portland's Bureau of Planning Sustainability. Smart City PDX focuses on using data and technology to improve the lives of and prevent further harm to those who have not received equitable benefits from technology advancements. These groups include Portland's Black, Native American, Alaskan Natives, Latinx, Asian, Pacific Islander, and people of color communities and those living with disabilities. These benefits have been inaccessible due to existing disparities and inequities driven by racism, classism, sexism, ableism, or other systems of discrimination.

The Smart City PDX program coordinates and creates policies on open data, privacy, surveillance, and data governance. Smart City PDX seeks to collaborate with communities and City bureaus to support digital justice and equitable data and technology access in City operations, planning, and decision-making. To learn more about Smart City PDX visit https://www.smartcitypdx.com.

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[1] https://www.smartcitypdx.com/news/2021/1/22/what-does-digital-justice-mean-in-portland

Project Description

Program Structure

Community Leads will engage in the project through an independent subcontractor agreement with Upright Consulting Services LLC, who holds the prime contract with the City of Portland, Bureau of Planning and Sustainability. Upright Consulting Services LLC and subcontractor Alyshia Macaysa will serve as contract managers, process facilitators, and advisors to both the City and Community Leads participants throughout the duration of the project.

3-4 Community Leads will work as a cohort in collaboration with City Staff, and through the support of contract managers. This is a unique model where the Community Leads will come in to work together as a cohort to achieve project goals.

Project Role

Role is defined as a consultant, not advisor. That means your primary responsibility is to make collaborative decisions around building a plan for digital justice needs and policy development (privacy, surveillance), not just providing input. Community Leads will use organizing skills to actively implement engagement processes created by the cohort with City staff.

Time and Place Requirement

The estimated average monthly time requirement is approximately 20 hours per month. This may vary with onboarding hours higher in the beginning of the term and other fluctuations due to the calendar year and variability in project needs. Work is expected to be primarily virtual with some possible in-person engagements into 2022.

Term of Engagement

9 months, October 2021- June 2022

Compensation

$100.00 per hour; not to exceed $16,575

Scope of Work

Community Lead Purpose

The City of Portland, like many jurisdictions, is challenged as a government to develop data and technology programs and policy with and for its residents. Specific challenges include:

- Speed: Rapid changes in technology require that cities adapt, innovate, and learn quickly.
- Lack of structure: Data and technology policy making and program development is dispersed across multiple bureaus.
- Transparency: It's hard for Portlanders to see how and where technology policy and program decisions are made.
- Inclusion: Equity requires that communities experiencing the greatest technological harms play a leading role in technology policy making, but they are under-represented and under-resourced.

As a result, Portland technology and data policymaking is often both reactive and unaccountable to communities experiencing the greatest technological harms.

Investment and partnership with communities most impacted is also part of healing mistrust. The COVID-19 pandemic has exacerbated not only these inequities but amplified the need for community partnerships to improve access to services and information.

The City of Portland needs new processes and inclusive structures to address growing power imbalances around data and technology. There is a need for leadership from individuals who can bridge the gaps described in the challenges above.

Community Lead Work Responsibilities

1. Policy development: Create new technology and information City policies (privacy, surveillance, digital justice).
2. Engagement design: Create meaningful engagement processes and policy co-design strategies that prioritize those experiencing the greatest technological harms.
   a. Help decide how to spend ~$20,000 in funds to support engagement including surveillance policy and digital justice engagement needs.
3. Engagement implementation: Lead and enact engagement actions. This may include:
   a. Co-design and facilitation of meetings, work groups, or subteams.
   b. Activating community networks for outreach and organizing.
4. Cohort program evaluation: Participate in recurring evaluation discussions with contract managers and City staff about the Community Leads cohort model. Help develop and review recommendations and observations about the cohort model to improve sustainability and impact of the model for continued iterations.
5. Collaboration: Participate in shared decision-making. Accountable for helping solve problems and consistently communicate with the team of Community Leads, contract managers, and City staff about what is and what is not working.

Qualifications

Minimum Qualification Requirements

The following skills, experience, and abilities are minimum qualification requirements.
1. Expertise in advancing equity from some combination of lived experience, community organizing, leadership roles, volunteer experience, cultural roles, and/or work history.
2. Hold relationships in your community that allow you to understand what meaningful solutions look like for communities experiencing racism, classism, sexism, ableism, and other systems of oppression.
3. Experience providing input at high-levels in an organization to implement a community impact project. Examples could include, but are not limited to: volunteer leadership roles, community organizing, serving on a public work group or advisory board, participating in focus groups, working as a consultant or project manager, etc.
4. Experience engaging community members most impacted by oppression to share their ideas, feedback, and concerns.

Desired Qualifications

A combination of the following skills, expertise and abilities are also desired for the cohort.
1. Experience participating in the design, implementation, or evaluation of local government programs, policies, plans, or operations.
2. Experience with or knowledge of digital justice needs including data or technology trends, needs for equitable outcomes, and challenges related to communities and local government.
3. Experience working collaboratively with people from different backgrounds, values, and professional responsibilities, and/or experience working in a multicultural setting.
4. Experience analyzing or managing complex systems that impact communities of color, people with disabilities, and low-income people.
5. Experience with movement building and community organizing, advocacy.
6. Verbal and/or written fluency in a language other than English.

Submission Instructions

SUBMISSION DEADLINE: TUESDAY, SEPTEMBER 7, 2021 BY 5:00PM PACIFIC

Email materials to team@upright-services.com with Community Leads Qualifications in the subject line.

SUBMIT THE FOLLOWING MATERIALS VIA EMAIL
1. Resume
2. Statement of interest or cover letter (no more than 2 pages) that includes responses to the following questions:
    a. How do you meet the minimum qualifications?
    b. How do you meet one or more of the desired qualifications?

Additional Information

We are looking to assemble a team of people who each bring different skills, perspectives and backgrounds to this work and the challenges we aim to address.

Responses to this RFQ will be reviewed by a selection committee who understand the value of engaging community wisdom in the effort to bring digital justice to the City's work. The selection committee will consist of community leaders, equity consultants and City staff.

Promising candidates will be invited to interview in September. Contracting will take place in late September/early October.

Learn more about the City's working definition of digital justice and how digital justice relates to digital equity and digital inclusion and the City of Portland's Core Values.

Information Session

Join an information session on August 25, 2021 from 12-1pm to learn more about this opportunity and ask questions.

A Zoom webinar format will be used so a recording of the session can be completed without requiring participants to be on video or have their voice recorded.

How to join

https://us06web.zoom.us/j/89155141897?pwd=eThNZkJpNVlUUVFCdW9mL3QwNjlYQT09
Passcode: 501664

Dial: +1 253 215 8782 Webinar ID: 891 5514 1897

The recorded session will be posted online within three days after the event to https://www.smartcitypdx.com/events/2021/8/25/community-leads-information-session

Contact Information

For questions related to this RFQ, please contact:
- Project Manager, (Consultant to Bureau of Planning and Sustainability):
  - Alyshia Macaysa, alyshia@alyshiamacaysa.com, 619-335-6711
- Smart City PDX City Staff Contact:
  - Christine Kendrick, christine.kendrick@portlandoregon.gov, 503-823-7833

Upright Consulting Services LLC is committed to equity, diversity, and inclusion in our work and in the world. People of color, womxn, LGBTQIA2S people, and people with disabilities are encouraged to apply. Upright Consulting Services is EEO Certified with the City of Portland and does not discriminate on the basis of race, religion, color, sex, marital status, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income.