

Proposal to The City of Ann Arbor: RFP No. 22-28 - Community Engagement Services

Professional qualifications

The groundswell alliance is pleased to submit this proposal to the City of Ann Arbor for community engagement services regarding its development of an unarmed response program. The groundswell alliance is incorporated as a corporation in the state of Illinois:

The groundswell alliance
4615 S. St. Lawrence Avenue
Chicago, IL 60653

While the founder of the groundswell alliance, Shannon Sullivan, resides in Chicago, the two other principal members reside in Michigan. SooJi Min-Maranda lives in Ann Arbor and Danny Jones lives in Detroit. SooJi and Danny will be leading the engagement and providing all facilitation services with project management support from Shannon Sullivan.

The groundswell alliance was founded in 2019 specializing in providing consulting services for social and ecological good in the areas of strategy, culture, leadership, and structure. The groundswell alliance is uniquely suited for this engagement both because of our extensive experience designing, facilitating, and reporting on a range of engagement vehicles (interviews, focus groups, large groups, etc.) and also our experience partnering with organizations and communities to cultivate genuine engagement.

Skills & Qualifications

The groundswell alliance is proposing that all three members contribute their unique gifts to this engagement to ensure the City of Ann Arbor engages with key community members, agencies and organizations and that the final report fully consolidates qualitative data to ensure decision makers are fully informed.

Skill	Person/s	Location
Planning for community engagement in partnership with the City of Ann Arbor	SooJi Min-Maranda & Danny Jones	Ann Arbor & Detroit
Designing engagement vehicles	SooJi Min-Maranda & Shannon Sullivan	Ann Arbor & Chicago
Outreach and scheduling	SooJi Min-Maranda & Danny Jones	Ann Arbor & Detroit
Qualitative Data Collection, Facilitation	SooJi Min-Maranda & Danny Jones	Ann Arbor & Detroit
Coordination with the City of Ann Arbor	SooJi Min-Maranda & Danny Jones	Ann Arbor & Detroit

Project management	SooJi Min-Maranda & Shannon Sullivan	Ann Arbor & Chicago
Data analysis, report writing, and delivery	SooJi Min-Maranda & Danny Jones	Ann Arbor & Detroit

Personnel



SooJi Min-Maranda, project lead. Min-Maranda is a nonprofit consultant to organizations providing public health, youth leadership and social justice services. Min-Maranda provides strategic leadership, resourceful fund development, and efficient execution that satisfies the needs of boards and clients, delivering both immediate and long-term impact.

SooJi brings training gained from graduate programs at Northwestern, University of Chicago, Harvard, Kellogg and the Rockwood Institute. She draws upon her more than 18 years of experience as Executive Director for social service, advocacy, and faith-based organizations to rapidly assess the needs of her nonprofit clients and deliver high quality, insightful results.

Daniel (Danny) Jones is an experienced and highly-skilled facilitator. Danny first became aware of his skill as a facilitator when he participated on a team creating the course “Personal Enrichment & Parole Readiness” geared toward providing much-needed programming to those serving life, parolable life, and long indeterminate sentences in Michigan’s prisons. While participating on that planning team, Danny created an accompanying facilitator’s guide to implement the course and put together a team of facilitators to run the course inside Michigan’s prisons eventually reaching over 60 participants in four consecutive course offerings. Danny made edits and revisions to the facilitator’s guide through and after each course offering ensuring his facilitation improved each time. Upon returning home after serving 23 years of an unconstitutional juvenile life without parole (JLWOP) sentence, Danny has continued to hone his facilitation services through continued practice, such as Unlock the Box and the Ending Perpetual Punishment convening. Danny’s focus on collective growth, shared responsibilities, and mutual respect is at the core of his facilitation, and is fueled by his passion for empowering others.





Shannon Sullivan, MPH is a seasoned non-profit professional with over 20 years of experience as an Executive Director, Regional Director, and now as a non-profit consultant. She partners with clients to articulate big questions and design innovative and effective processes to address them through research, facilitation, and outcome development. Shannon has had the privilege of partnering with such organizations as Cara and Openlands on strategic planning, the Peggy Notebaert Nature Museum/Chicago Academy of Sciences on organizational culture, the Ending Perpetual Punishment convening on facilitation, and the Human Milk Banking Association of North America on planning and structure.

Shannon’s love of facilitation began as a high school teacher in the Chicago Public Schools (CPS) and continued as a founding Executive Director in the youth organizing and development field. When Shannon founded the groundswell alliance to provide consulting services for social and ecological good, she also founded Interrogating Whiteness (www.interrogatingwhiteness.org) seeking to partner with white folks to hold us all accountable to dismantle white supremacy. Today, she is a trained mediator and circle keeper, a devoted Chicago Public Schools parent, and an activist for criminal legal system reform and racial justice.

Past involvement with similar projects

The groundswell alliance brings expertise in all aspects of this project including coordinating engagement opportunities with leadership, designing and implementing interviews, focus groups, and large community conversations, project management and scheduling, and data analysis and report writing.

Selected projects with references

Project title	Contact person	Organization
Unlock the Box: Design and facilitate national convening	Jessica Sandoval, jsandoval@unlocktheboxcampaign.org 202-251-6572	National Religious Campaign against Torture PO Box 91820 Washington, DC 20090
Metro Chicago Good Food Purchasing Initiative: Strategic planning	Rodger Cooley, rcooley@chicagofoodpolicy.com 773-354-2091	Chicago Food Policy Action Council 1 N. State Street, Ste 1500 Chicago, IL 60602

American Medical Association: Development landscape analysis	Diana Derige, diana.derige@ama-assn.org 312-464-5153	American Medical Association 330 N. Wabash Chicago, IL 60611
Michigan Advocacy Program: Strategic planning	Ann Routt, aroutt@lsscm.org 734-665-6181	Michigan Advocacy Program 15 S. Washington St. Ypsilanti, MI 48197
Ozone House: Strategic planning	Krista Girty, kgirty@ozonehouse.org 734-662-2222	Ozone House 1600 N. Huron River Dr. Ypsilanti, MI 48197

The projects listed above were selected as representative for this proposal because they contain key elements of the skills and qualifications necessary. All of our strategic planning engagements include a phase of planning for and conducting internal and external stakeholder feedback through interviews, surveys, focus groups and/or town hall/community conversations. After this phase, each engagement also produces a report analyzing all of the data collected and making recommendations based upon those data. The Unlock the Box engagement required planning and facilitation of a large, national convening, collecting feedback data from recipients, and producing a report summarizing the convening and key next steps. The American Medical Association engagement involved coordinating with multiple internal and external partners, collecting data, and making recommendations.

Proposed work plan

Goal: Deliver a report to the City of Ann Arbor detailing key findings from an extensive and genuine community engagement process regarding the development of an unarmed response program by December 1st, 2022.

Objective	Timeline	Personnel
Partner with key city and community stakeholders to develop and schedule an outreach plan	April-May 2022	SooJi, Danny
Conduct outreach to plan and schedule engagement sessions	May-June 2022	SooJi, Danny, Shannon
Develop small group session and interview guides	June 2022	SooJi, Danny
Mid-Project Check in with Stakeholders	August-September 2022	SooJi, Danny
Facilitate 15 small group sessions and conduct 20 one-to-one interviews with community members and civic leaders	June-October 2022	SooJi, Danny
Plan and facilitate 2 large group community conversations based on the findings from the small group sessions and interviews	November 2022	SooJi, Danny
Conduct data analysis and develop a report to the City detailing key findings	November 2022	SooJi, Danny, Shannon

Ongoing activity to support the identified goal and objectives:

- Regular communication and reporting to City personnel throughout the engagement (SooJi)

The groundswell alliance employs a collaborative approach to all of its work and priorities open and transparent communication in order to support this approach. The groundswell alliance team will be a true partner to the City of Ann Arbor and will be available throughout the engagement and also provide detailed reporting at an agreed-upon schedule so the City is able to monitor progress. Additionally, if the City prefers for the groundswell alliance to support a leadership team comprised of key internal and external members to monitor and support the engagement as it progresses (e.g., review interview and small group session guides, etc.), then that team will receive regular reporting and opportunities to give feedback throughout the engagement. Our strategic planning engagements are always led and supported by this type of leadership team in order to ensure full collaboration and transparent communication.

Authorized negotiator

Shannon Sullivan
312-369-0008
slsalliance@gmail.com

Thank you

Thank you so much for the opportunity to submit this proposal. Shannon Sullivan, slsalliance@gmail.com, is available to answer any questions, provide additional information, and revise this proposal as requested.

Attachments

Attachment A - Legal Status of Offeror
Attachment B – City of Ann Arbor Declaration of Compliance
Attachment C – City of Ann Arbor Living Wage Ordinance Declaration of Compliance
Attachment D – Vendor Conflict of Interest Disclosure Form

**ATTACHMENT A
LEGAL STATUS OF OFFEROR**

(The Respondent shall fill out the provision and strike out the remaining ones.)

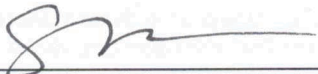
The Respondent is:

- A corporation organized and doing business under the laws of the state of ILLINOIS, for whom SHANNON SULLIVAN bearing the office title of FOUNDER, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.*

*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of _____, whom _____ bearing the title of _____ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of _____ and filed with the County of _____, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.



Signature Date: 3/30/22

(Print) Name SHANNON SULLIVAN Title FOUNDER

Firm: THE GROUNDSWELL ALLIANCE

Address: 4615 S. ST. LAWRENCE AVENUE, UHLAHO, IL 60653

Contact Phone 312-369-0008 Fax _____

Email s/alliance@gmail.com

**ATTACHMENT B
CITY OF ANN ARBOR DECLARATION OF COMPLIANCE**

Non-Discrimination Ordinance

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

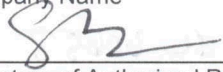
The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

THE GROUNDSWELL ALLIANCE

Company Name



Signature of Authorized Representative

3/30/22

Date

SHANNON SULLIVAN, FOUNDER

Print Name and Title

4615 S. ST. LAWRENCE AVE., CHICAGO, IL 60653

Address, City, State, Zip

312-369-0008, sisalliance@gmail.com

Phone/Email address

Questions about the Notice or the City Administrative Policy, Please contact:
Procurement Office of the City of Ann Arbor
(734) 794-6500

**ATTACHMENT C
CITY OF ANN ARBOR
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here No. of employees 1

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$14.05/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$15.66/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

Check the applicable box below which applies to your workforce

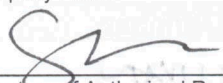
- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits
- Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

THE GROUNDWELL ALLIANCE
Company Name

4615 S. ST. LAURENCE AVE.
Street Address

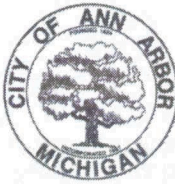

Signature of Authorized Representative Date

CHICAGO, IL 60653
City, State, Zip

SHANON SULLIVAN, FOUNDER
Print Name and Title

312-369-0008, slsalliance@gmail.com
Phone/Email address

ATTACHMENT D



VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee
	<input type="checkbox"/> Interest in vendor's company
	<input type="checkbox"/> Other (please describe in box below)

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
THE GROUNDSWELL ALLIANCE		312-369-0008
Vendor Name		Vendor Phone Number
	3/30/22	SHANNON SULLIVAN
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative